

FAA Site Coordinators Handbook



**Drug and Alcohol
Testing Program**

PURPOSE

This handbook is developed to serve as an operational guide and training tool for agency managers/supervisors who serve in the capacity of Site Coordinators (SC) in support of the Internal Substance Abuse Program of the Office of Aviation Medicine.

The *FAA Site Coordinator's Handbook* was revised to provide quick-study sections for managers/supervisors and operational guidance in the form of a "checklist" on the steps for conducting drug and alcohol testing. For convenience, information contained in Section II, Guidance for Managers and Supervisors, was moved from the rear of the *FAA Site Coordinator's Handbook*, revised, and placed in the front to facilitate SC access to guidance.

SC's must follow the procedures as set forth in the *FAA Site Coordinator's Handbook* and not deviate from the provisions of this handbook without approval of the regional Drug Program Coordinator.

ACKNOWLEDGMENT

It is with pleasure, we acknowledge Mr. John E. Turner, ACE-1, Task Force Chair of the Drug- and Alcohol-Testing Task Force. This revision handbook is a direct result of one of the Task Force's recommendations.

Special thanks are also extended to Tawawn Harrison of the Office of Aviation Medicine for her efforts in updating and revising the *FAA Site Coordinator's Handbook*.

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Section I

General Program Guidance



U.S. Department
of Transportation
**Federal Aviation
Administration**

Memorandum

Subject: **ACTION:** Agency Policy on Substance Abuse Date: OCT 14 1999

From: Administrator Reply to
Attn of:

To: All FAA Employees

The purpose of this memorandum and attached policy statement is to provide information emphasizing the importance of maintaining a drug- and alcohol-free workplace, the consequences imposed if rules and regulations are violated, and the responsibility of management officials to ensure program compliance.

Random drug and alcohol testing continues to apply to all FAA employees occupying safety- or security-sensitive positions, i.e., Testing Designated Position (TDP). Employees in TDP's have duties or responsibilities that directly impact the National Airspace System. TDP's are subject to: random; post accident; return to duty/followup; preemployment/preappointment; and reasonable suspicion testing.

All other FAA non-TDP employees are subject to reasonable suspicion, post accident, and followup testing.

Management officials are responsible for upholding the integrity of the internal Substance Abuse Program. Therefore, it is imperative that supervisors, agency management officials, and designated team leaders review and familiarize themselves with the managerial responsibilities under this program. Supporting program guidance is available from the Office of Aviation Medicine and the Office of Human Resource Management.

Attached is my policy statement outlining the agency's position concerning substance abuse and some of the consequences for violations of this policy. As managers and employees, it is our responsibility to ensure a drug- and alcohol-free workplace.

Jane F. Garvey

POLICY ON SUBSTANCE ABUSE

The FAA is concerned with the decision of any employee to use illegal substances or misuse legal substances. Illegal substances include, but are not limited to, cocaine, marijuana, opiates, amphetamines, and phencyclidine. Legal substances include alcohol and prescription and over-the-counter medications. All of these substances may affect the work performance or conduct of an employee. As an employer with responsibility for aviation safety, the FAA is especially concerned when an employee's actions could affect the safety of the flying public. The confidence of the flying public depends upon absolute trust in the integrity of the National Airspace System. Employees occupying safety- or security-sensitive positions (i.e., testing designated positions (TDP)) who use illegal substances or misuse legal substances will not be permitted to perform safety- or security-sensitive duties unless the FAA determines that the employee is no longer a risk to public safety.

The following violations will result in disciplinary action up to and including removal.

- **On-Duty Use or Possession of Illegal Drugs or Drug Trafficking**. Action shall be initiated to **remove** a TDP employee when it is determined that the employee has engaged in on-duty use or possesses an illegal drug, or is involved in illegal drug trafficking (e.g., sale, manufacture, growth, distribution, or transportation).
- **On-Duty Use of Alcohol**. Action shall be initiated to **remove** a TDP employee when it is determined that the employee has engaged in on-duty use of alcohol.
- **Mandated Alcohol Abstinence Periods**. Action shall be initiated to **remove** a TDP employee who fails to maintain abstinence from alcohol during a required period of abstinence. Alcohol abstinence periods include either preduty or postaccident periods of required abstinence of alcohol. This includes paid or nonpaid breaks during the workday.
- **Refusal to Enter or Complete Counseling or a Substance Abuse Rehabilitation Program Successfully**. Action shall be initiated to **remove** a TDP employee from service who refuses to enter or fails to complete a treatment or rehabilitation program under the FAA's Employee Assistance Program (EAP) successfully.

EXCEPTION: Disciplinary action will not be imposed upon a TDP employee who self refers provided that the employee

agrees to adhere to the required conditions specified in an FAA EAP-approved treatment and rehabilitation plan.

- **Refusal to Comply with Procedures during Collection or Testing.** Action shall be initiated to **remove** a TDP employee who fails to report to the testing site; refuses to provide a urine specimen or an adequate breath sample for alcohol testing; attempts to alter, adulterate, or substitute the specimen provided; or engages in conduct that obstructs the collection or testing process.

Effect on Mission

Disciplinary action for prohibited drug- or alcohol-related misconduct shall be taken under each of the circumstances described above. All disciplinary procedures and actions will be taken pursuant to applicable laws and regulations.

The determination by the agency to initiate action to remove an employee from Federal service on the basis of illegal drug use, misuse of prescription and over-the-counter medications, or alcohol misuse is warranted since such misconduct is inconsistent with the mission of the agency and the nature of the employee's duties.

The importance of ensuring a drug- and alcohol-free workplace cannot be over emphasized. We ask your complete personal and professional commitment in carrying out this mandate and ensuring the public of our dedication of maintaining a drug- and alcohol-free workplace.

A handwritten signature in black ink, appearing to read "Jane F. Garvey", with a stylized, cursive script.

Jane F. Garvey
Administrator

SECTION I. GENERAL PROGRAM GUIDANCE

B. Federal Aviation Administration (FAA) Policy on Substance Abuse

Note: This policy is published in the Federal Aviation Personnel Manual (FAPM) Letter 2635, Chapter 2, Paragraph 213, dated November 16, 1989.

“213. Policy on Substance Abuse

a. As an employer, the FAA is concerned with the private decision of any employee to use illicit drugs or abuse alcohol or other substances in a way that could affect the employee's work performance. As an employer with responsibility for aviation safety, the FAA is especially concerned when this private decision can affect the safety of the flying public. The confidence of the flying public depends upon absolute trust in the integrity of the air transportation system. Employees directly involved in aviation safety who use illicit drugs or abuse alcohol or other substances place their jobs in jeopardy. No one known to do so will be permitted to perform any aviation-safety-related duties until the FAA is satisfied that such a person is no longer a risk to public safety.

b. When there is credible evidence that any employee is involved in the growing, processing, manufacturing, selling, distribution, transportation, or importation of narcotic drugs, marijuana, or depressant or stimulant drugs or substances that employee shall be separated from the Federal service. Use, possession, purchase, or being under the influence of drugs on duty by employees who have direct aviation-safety-related duties or by other employees whose duties could affect the safety of people or property will also result in separation.

c. The following procedures will apply to the off-duty conduct of those employees who have direct aviation safety-related duties:

(1) When there is credible evidence of off-duty illicit drug use or alcohol abuse by an employee, the employee will be relieved immediately from his/her aviation-safety-related duties and assigned other responsibilities.

(2) Each employee will be offered an opportunity to enter into an appropriate drug use abatement program or alcohol abuse treatment program.

(3) Refusal to enter into an appropriate program will result in removal.

(4) Once enrolled in an appropriate program, return to safety duties will be contingent upon a FAA medical clearance. After successful completion of the rehabilitation program, the employee will be subject to a return-to-duty test and unscheduled follow-up testing for a minimum of 1-year.

SECTION I.
GENERAL PROGRAM GUIDANCE (Continued)

(5) At the end of the 1-year period, if the employee has ceased the use of illicit drugs or the abuse of alcohol or other substances, no further follow-up tests will be required.

(6) Any recurrence of illicit drug use or abuse of alcohol or other substances will result in immediate removal by the FAA.

d. The following procedures will apply to all other employees:

(1) When there is any credible evidence that an employee in another occupation is involved in the use of illicit drugs or the abuse of alcohol or other substances, he/she will be offered an opportunity to enter into a drug use abatement program or an alcohol abuse treatment program.

(2) If the employee refuses to enter into an appropriate substance abuse treatment program he/she will be subject to appropriate discipline. (See Appendix 1, of FAPM Letter 2635)

(3) Should there be subsequent instances of the use of illicit drugs or the misuse of alcohol or other substance abuse, no opportunity need to be offered to enter into a program, and the employee will be subject to discipline or removal.

e. Employees using physician-prescribed drugs that could affect performance must immediately make this fact known to their supervisor so that appropriate action can be taken to eliminate the real or potential danger. As appropriate, an employee may be placed on leave or assigned other duties.”

Section II
Guidance for
Mangers and Supervisors

SECTION II. GUIDANCE FOR MANAGERS AND SUPERVISORS

A. Random Drug-Testing Checklist for Site Coordinators (SC)

Some employees located in your facility have been identified for random drug testing by urinalysis. Please be assured that the selection of these employees in no way reflects that the agency has cause to suspect usage of illegal drugs in your facility. The process by which employees are selected is a random selection computer program. The number of employees selected for drug or drug and alcohol testing is determined by a preset percentage. If an employee is unavailable for testing, the next employee on the list will be notified to report for testing. This process continues until the predetermined number of tests for that day are done or the list is exhausted, whichever comes first. You have been selected to serve as the Site Coordinator for your facility for today's testing.

- ❑ Upon arrival at the facility, the collector, who is a contract employee, will provide the official test list (YELLOW COPY) to you. Under no circumstances will any employee not identified on the list be tested.

NOTE: The test list contains all employees in your facility who are eligible for random testing today. From that list, a predetermined number will be tested. It is unlikely that everyone on the list will be available for testing today. Some employees will not be available for legitimate reasons such as shift work, training, leave, etc. Tests are scheduled over a period of time, so that no more than two or three employees should be absent from the work site at any given time. If a situation should occur where work operations would be seriously affected by testing, you should alert the Drug Program Coordinator (DPC) and the Facility Manager immediately. The maximum number of random tests that will be done on any single day is 24.

- ❑ Identify and secure the "best possible" site for collection and employee waiting areas, in consultation with the collection contractor.
- ❑ Contact employee's supervisor approximately 1 hour prior to the actual collection. Annotate test list to include: name of supervisor, reason for any legitimate deletions from the list (e.g., working different shift, travel, leave) taking special care to note the supervisory official who provided deletion information, and collection date.
- ❑ Advise the supervisor to notify the employee 15-30 minutes prior to the actual collection. The supervisor must clearly inform employee of exact time and location to report and to take a photo identification.
- ❑ Employee should normally be scheduled to report to the collection site at 15-minutes intervals.

SECTION II.

GUIDANCE FOR MANAGERS AND SUPERVISORS (Continued)

- ❑ If an employee who is notified to report for testing is unable to provide a sufficient quantity of urine, you will be notified by the collector. The employee will be given a reasonable period of time to provide a specimen. As a general rule, the employee will be allowed a minimum of 2 hours to provide a specimen. * During this time, the employee should remain at the collection site and be instructed to drink at least 8 ounces of liquid each half-hour (not to exceed 24 ounces). If you determine that the employee is essential to work operations, you may allow the employee to return to the work-site while waiting to provide a specimen. The employee's supervisor should be alerted to the fact that the employee has not yet provided a specimen, and the employee should be directed to continue to drink liquid. If at the end of the waiting period the employee still cannot provide a specimen, the collector will notify the SC and the DPC who will reschedule the employee for testing.
- ❑ Sign and date the annotated official test list and give to the collector for forwarding to the DPC.
- ❑ Keep all information relating to the test list, e.g., names of employees, number of employees tested, confidential and do not share with anyone. **
- ❑ Immediately report any problems encountered during the collection process to the attention of the DPC and Facility Manager. Any problem encountered during the employee notification process shall be recorded on the official test list.

* See fuller discussion and elaboration in Section II. C.1. of this handbook.

**See PASS/FAA contract agreement, Article 72, Section 2.

**See NATCA/FAA contract agreement, Article 73, Section 2.

SECTION II.

GUIDANCE FOR MANAGERS AND SUPERVISORS (Continued)

B. Random Alcohol-Testing Checklist for Site Coordinators (SC)

Some employees located in your facility have been identified for random alcohol testing. Please be assured that the selection of these employees in no way reflects that the agency has caused to suspect alcohol misuse in your facility. The process by which employees are selected is a random selection computer program. The number of employees selected for drug or drug and alcohol testing is determined by a preset percentage. If an employee is unavailable for testing, the next employee on the list will be notified to report for testing. This process continues until the predetermined number of tests for that day are done or the list is exhausted whichever come first. You have been selected to serve as the SC for your facility for today's testing.

- ❑ Upon arrival at the facility, the Blood Alcohol Technician (BAT), who is a contract employee, will provide the official test list (SALMON) to you. Under no circumstances will any employee not identified on this list be tested.

NOTE: The test list contains all employees in your facility who are eligible for random testing today. From that list, a predetermined number will be tested. It is unlikely that everyone on the list will be available for testing today. Some employees will not be available for legitimate reasons such as shift work, training, leave, etc. Tests are scheduled over a period of time, so that no more than two or three employees should be absent from the work-site at any given time. If a situation should occur where work operations would be seriously affected by testing, you should alert the Drug Program Coordinator (DPC) and the Facility Manager immediately.

- ❑ Identify and secure the "best possible" site for testing and employee waiting areas, in consultation with the BAT.
- ❑ Contact employee's supervisor approximately 1 hour prior to the actual test. Annotate test list to include: name of supervisor, reason for any legitimate deletions from the list (e.g., working different shift, travel, leave) taking special care to note the supervisory official who provided deletion information, and testing date.
- ❑ Advise the supervisor to notify the employee 15-30 minutes prior to the actual test. The supervisor must clearly inform employee of exact time and location to report and to take a photo identification.
- ❑ Employees should normally be scheduled to report to the testing site at 15-minute intervals.

SECTION II.

GUIDANCE FOR MANAGERS AND SUPERVISORS (Continued)

- ❑ If an employee who is notified to report for testing is unable to provide a sufficient quantity of breath, you will be notified by the BAT. The employee will be given a reasonable period of time to provide a breath sample. If at the end of the waiting period the employee still cannot provide a breath sample, the BAT will notify the SC and the DPC. The SC/DPC will notify the employee's supervisor.
- ❑ Sign and date the annotated official test list and give to the BAT for forwarding to the DPC.
- ❑ Keep all information relating to the test list, e.g., names of employees, number of employees tested, confidential and do not share with anyone. *
- ❑ Immediately report any problems encountered during the testing process to the attention of the DPC and Facility Manager. Any problem encountered during the employee notification process shall be recorded on the official test list.

*See PASS/FAA contract agreement, Article 72, Section 2.

*See NATCA/FAA contract agreement, Article 73, Section 2.

SECTION II.
GUIDANCE FOR MANAGERS AND SUPERVISORS (Continued)

C. Situations Requiring Guidance From the Regional Drug Program Coordinator (DPC)

(1) Bashful Bladder. The employee will be given a reasonable period of time to provide a urine specimen. As a general rule, the employee will be allowed a minimum of 2 hours from the time the last donor was notified to provide a specimen or until the end of their shift. In the event an employee is having difficulty or is unable to provide a sample at the end of the waiting period, immediately call the DPC. The DPC will verify if the employee is a bashful bladder and/or coordinate with the collector for a reschedule date.

On the reschedule date, the employee will have up to a minimum of 4 hours in which to provide a sample. If at the end of 4 hours the employee is still unable to provide a complete sample, the Site Coordinator (SC) should call the DPC. The DPC will coordinate with the Field Medical Review Officer (FMRO) who will conduct a review to determine possible medical causes or other appropriate administrative actions.

(2) Shy Lung. The employee will be allowed a maximum of two attempts to provide adequate breath. If the employee is unable to provide adequate breath during these attempts, the Breath Alcohol Technician (BAT) will note on the alcohol form “unable to provide adequate breath” and contact the SC and DPC immediately. The DPC will coordinate with the FMRO who will conduct a medical evaluation to determine possible medical causes.

(3) Uncooperative Behavior/Refusal. In the event an employee is uncooperative or refuses to provide a urine specimen or breath sample, the SC should assure that the employee is fully aware of the possible consequences. Immediately call your DPC for further guidance.

(4) AWOL/Leaving Facility After Notification for Testing. If an employee leaves the facility without permission after being notified for testing or leaves the facility and fails to return after being notified for testing, immediately call your regional DPC for further guidance.

(5) Refusal to Facilitate Fluids. When the employee refuses to drink fluids, the SC should encourage the employee to facilitate the process by drinking liquids. The recommended amount is at least 8 ounces of liquids every 30 minutes, (i.e., water, juice, carbonated beverages), not to exceed 24 ounces within a 2-hour period. The SC should call the DPC if the employee’s refusal results in an incomplete or no collection.

SECTION II.

GUIDANCE FOR MANAGERS AND SUPERVISORS (Continued)

(6) Inability to Complete Collection. When the contracted collectors/BAT's are unable to make the collection due to unforeseen difficulties in arriving at the collection site (i.e., weather, travel arrangements, etc.), the SC should call the DPC. When the collection is not accomplished (i.e., due to an outage, accident, or operational need), the SC should call the DPC.

(7) Annotating Test Lists. When there are any questions as to how to annotate the test lists, the SC should refer to the Site Coordinator flip card (see Section IV page 20 & 21 of this handbook). If further clarification is needed, please call your regional DPC.

(8) Unusual Circumstances/Events During any Collections. When there is anything unusual about the collection (i.e., unusual behavior by the employee, collector, or BAT; a temperature out of range; an air blank not registered by the Evidential Breath Testing device; an employee takes longer than usual to provide a urine specimen; or the employee has difficulty providing adequate breath), the SC should call the DPC.

(9) Temporary Loss of Medical Certificates. When covered employees have temporarily lost their medical certificate, they are eligible for random drug or alcohol testing during that time (**except for employees in Phase I of Rehabilitation**).

(10) Changes to or From Covered Positions. When you are in doubt as to whether or not an employee is assigned to a covered position or subject to random drug or alcohol testing, call the DPC for assistance.

(11) Requests for Leave to Obtain an Independent Drug Test. When an employee requests leave in order to obtain a second drug test from an outside source, every reasonable effort shall be made to accommodate the employee's request. The DPC may be called to obtain a current listing of certified laboratories approved by the U.S. Department of Health and Human Services.

SECTION II. GUIDANCE FOR MANAGERS AND SUPERVISORS

D. Site Coordinator (SC) Quick Reference of Frequently Asked Questions

1. Question: Does SC responsibilities include notifying the union?

Yes, however, the requirements are different for each union.

(NATCA – Article 73, Section 2, Substance Testing dated September 98)

The principal Facility Representative or his/her designee shall be notified of the arrival, at the facility, of the collector/Blood Alcohol Technician (BAT) for the purposes of conducting substance testing of bargaining unit employees.

(NAATS – Article 74, Section 3, Drug Testing dated July 1993)

The Employer will attempt to notify the Union representative or his/her designee of the arrival, at the facility, of the collector for the purpose of conducting random drug testing of bargaining unit employees

(NAATS – Memorandum of Agreement #13 dated October 27, 1994)

The Agency will attempt to notify the Union representative of his/her designee of the arrival at the facility of the BAT for purposes of conducting random alcohol testing of bargaining unit employees.

(PASS – Memorandum of Agreement, Section III. Paragraph 2, Site Procedures dated December 9, 1995)

The Union representative or his/her designee will be notified when the alcohol testing has been completed.

2. Question: As the SC, do I inform the union representatives of whose going to be tested?

No, however, under the three different union agreements, the SC is responsible for providing general information such as quota and reschedules.

(NATCA – Article 73, Section 2, Substance Testing)

The Employer shall advise the principal representative or his/her designee of the maximum number of employees to be tested.

Upon request, the Employer will inform the representative of the number of people tested at the facility and number of employees to be rescheduled.

SECTION II.

GUIDANCE FOR MANAGERS SUPERVISORS (Continued)

(PASS – Memorandum of Agreement, Section III. 2, Site Procedures dated December 9, 1995)

The Agency will advise the union representative or designee of the maximum number of employees to be tested, but in no case will the names of the employee's to be tested be released.

3. Question: How does the SC identify employees for testing?

(DOT Drug and Alcohol Testing Guide, Chapter I. C. (2), and Chapter II. A. (7) and (8), and the *FAA Site-Coordinator Handbook*, Section III. (B))

Once the SC identifies the estimated time it may take to conduct drug or alcohol testing, he/she should proceed to Phase II of working the test lists. The SC is responsible for:

- moving down the test list in sequential order, identifying and annotating the test lists for employees who are not available and (why), who are there, and who will be there during the estimated time for testing. Note: the SC continues this process until the quota is met or the test list is exhausted.

4. Question: Does a SC skip their self while working the test list?

No. As the SC you are responsible for ensuring that all employees (including yourself) are selected from the test list in accordance with the procedures outlined in the DOT Guide and *FAA Site Coordinator's Handbook*.

5. Question: What steps should a SC take after providing notification to the employee of testing when an emergency situation arises and the employee needs to leave the facility for the rest of the day?

Once the SC has worked the test list in sequential order and identified those employees on-duty or scheduled to report to duty during the calculated **estimated** time for collection, the SC has the flexibility to test the employees identified in the most efficient order possible. If the SC is presented with a situation where an identified donor needs to leave for an emergency, every effort should be made to test that employee immediately prior to their departure.

6. Question: What steps should be taken when an employee is unable to provide a urine specimen (bashful bladder) or breath sample (shy lung)?

(DOT Drug and Alcohol Testing Guide, Chapter VIII. C. (1))

If an employee is unable to provide a urine specimen, under random, reasonable suspicion, post-accident or follow-up testing, the SC is responsible for the following:

SECTION II.
GUIDANCE FOR MANAGERS AND SUPERVISORS (Continued)

- advise the employee that he/she is allowed a minimum of 2 hours from the time the last donor to be tested is notified to provide a specimen.
- advise the employee to remain at the testing site and drink at least 8 ounces of fluid each half hour and not to exceed 24 ounces. (Note: As SC, you can make the determination if the employee may be allowed to return to their work site while waiting to provide a specimen.)
- if the employee returns to the work site, alert the employee's supervisor that the employee has not provided a specimen, and the employee should be directed to continue to drink fluids, per the above amounts. (Note: If at the end of the waiting period the employee still cannot provide, the SC is responsible for immediately notifying the regional DPC.)

(DOT Drug and Alcohol Testing Guide, Chapter VIII. D of this handbook)

If an employee is unable, or alleges that he or she is unable to provide an amount of breath sufficient to permit a valid alcohol breath test because of a medical condition, the SC is responsible for immediately contacting the employee's supervisor.

7. **Question:** What action does the SC take if an employee fails to report to the testing site?

(DOT Drug and Alcohol Testing Guide, Chapter VIII. A of this handbook)

The SC should immediately contact the employee's supervisor.

8. **Question:** What is the responsibility of the SC when an employee refuses to participate in the collection/testing process?

(DOT Drug and Alcohol Testing Guide, Chapter VIII. B of this handbook)

In the event individual refuses to provide a urine specimen or breath sample, the SC advises the employee to report to the work site supervisor and await further instructions. You should then proceed to contact the employee's immediate supervisor and advise him/her that the employee has refused to participate in the collection/testing process.

9. **Question:** As a SC, am I responsible for monitoring the collection process?

(DOT Drug and Alcohol Guide, Chapter II. C. (1a) of this handbook)

The SC shall be present during alcohol-testing procedures or shall be immediately available to the BAT.

SECTION II.
GUIDANCE FOR MANAGERS AND SUPERVISORS (Continued)

10. **Question:** What is the responsibility of the SC in cases involving an alcohol positive or not-ready-for-duty?

(DOT Drug and Alcohol Testing Guide, Chapter IX. 4(b) (5) of this handbook)

(DOT Drug and Alcohol Testing Guide, Chapter I. C. (4) of this handbook)

(FAA Site-Coordinator's Handbook, Section III. B. (2)(d) and (e))

As the SC, you should receive a report of a positive or not-ready-for-duty alcohol test result in a confidential manner from the BAT. You are then responsible for conveying confirmed alcohol concentrations greater than 0.02 and not-ready-for-duty status to the supervisor of the covered employee and your regional DPC.

Section III

Roles and Responsibilities

SECTION III. ROLES AND RESPONSIBILITIES

A. Facility Manager

(1) Acts as the point of contact at the facility to receive information on scheduling of drug collections or alcohol testing from the regional Drug Program Coordinator (DPC).

(2) The facility manager shall notify the union representative on the day of testing when the collection team has arrived at the facility and the maximum number of people to be tested.

(3) Serves as the Site Coordinator (SC) or designates another manager/supervisor to perform SC duties. Ensures that the drug collection or alcohol testing provisions of applicable FAA/union agreements are carried out.

B. Site Coordinator

(1) Serves as a SC is the most important function in the random collection process. The SC must be familiar with all phases of random collections (i.e., the process by which employees are selected, how to “work the test list,” how to set up the collection site, and all responsibilities of other persons involved in the random drug collection or random alcohol testing process).

(2) As the SC, you will be one of the first persons at your facility to be notified when random drug collections or random alcohol testing occurs. This notification should set off a series of events that culminate in the completion of collections or testing at your facility that day. This handbook provides the necessary guidance to help you through the collection process. In the event you need clarification or additional guidance, contact your regional DPC.

Your responsibilities as a SC may include, but are not limited to, the following:

(a) Review this handbook and be knowledgeable of and perform the duties on the “Checklist for SC” (see Section II of this handbook).

(b) Use the guidelines in “Working the Test List,” identify employees to be tested, and determining the schedule for testing (see Section II of this handbook).

(c) Identify and secure the best possible collection site in accordance with applicable regulations contained in the DOT Drug-Free Departmental Drug and Alcohol Workplace Testing Guide (see Section VI of this handbook).

(d) Verify employee’s confirmed alcohol test result of 0.02 or above.

SECTION III.

ROLES AND RESPONSIBILITIES (Continued)

(e) Convey confirmed alcohol concentrations of 0.02 or above to employee's supervisor ("not ready for duty" or alcohol positive).

(1) 0.02 to 0.039 constitutes a "not-ready-for-duty"

(2) 0.04 or greater constitutes an alcohol positive

(f) Report Bashful Bladders and Shy Lung incidents to the employee's first-line supervisor and the DPC.

(g) Provide guidance to employees who refuse to provide a urine specimen or breath sample.

(h) Is familiar with the collective bargaining agreements governing bargaining unit employees you supervise.

(i) Maintain CONFIDENTIALITY at all times.

C. First-Line Supervisor

(1) Using the "Checklist for Supervisors" in Appendix B of the Drug and Alcohol Testing Guide of this handbook, your role in the random drug collection or random alcohol testing process is one of coordination. On the actual date that random drug collection or random alcohol testing takes place, the SC will notify you of the employees who have been randomly selected for testing.

(2) Your actions during random drug collection or random alcohol testing include, but are not limited to, the following:

(a) Familiarize yourself with the "Checklist for Supervisors" from the Drug- and Alcohol-Testing Guide (see Section II of this handbook).

(b) Familiarize yourself with all Memorandums of Agreements and collective bargaining agreements governing bargaining unit employees you supervise.

(c) The SC will coordinate a collection schedule with you. It is important for you to notify the identified employee verbally and privately 15 minutes prior to the time they should report to the collection site.

(d) Provide each employee with a copy of the "Checklist for Employees" from the Drug and Alcohol Testing Guide, Appendix B, (see Section VI of this handbook) instructions on where to report, and advise them to take a photo ID.

SECTION III.

ROLES AND RESPONSIBILITIES (Continued)

(e) Familiarize yourself with the policy and procedures for employees who are unable to provide (1) a urine specimen (**BASHFUL BLADDER**) or (2) adequate breath (**SHY LUNG**). You should also be familiar with the disciplinary actions that are associated if the Regional Flight Surgeon determines that an employee's **BASHFUL BLADDER** or **SHY LUNG** has no medical explanation.

(1) In the event an employee has a **BASHFUL BLADDER**; you are responsible for ensuring the employee obtains a medical evaluation from the Field Medical Review Officer (FMRO).

(2) In the event an employee has a shy lung, you are responsible for removing the employee from his/her safety-sensitive duties, and ensure the employee obtains a medical evaluation from the FMRO.

(3) In the event the evaluation of the FMRO determines the employee has no medical cause for a **BASHFUL BLADDER** or **SHY LUNG**, you are responsible for providing the employee with a removal letter.

(f) Familiarize yourself on the policy and procedures for a "not-ready-for-duty" alcohol test, a confirmed alcohol positive, and a verified drug positive.

(1) In the event the employee has an alcohol test registering a "not-ready-for-duty" you shall take immediate action to assure that the individual in question does not perform, or ceases to perform, safety-sensitive functions. You shall further ensure that he or she is placed on administrative duties, if available, for the remainder of the present work shift, and for any portion of his or her next regularly scheduled shift that is less than 8 hours from the time of the alcohol test.

(2) In the event the employee is positive for drugs or alcohol, you will be responsible for removing the employee from his/her safety-sensitive function and providing the employee with a proposed letter of removal. You should contact your Employee Assistance Manager and Labor Relations Specialist for further assistance.

(g) It is important that you preserve the dignity and **CONFIDENTIALITY** of those employees selected for testing. Making copies or distributing the test list is **PROHIBITED**.

D. Union Representative

(1) Unions may or may not have negotiated agency agreements on the role of the union representative during a drug collection or alcohol testing.

SECTION III.

ROLES AND RESPONSIBILITIES (Continued)

(2) The National Air Traffic Controller Association (NATCA), the Professional Airways Systems Specialists (PASS), and National Association of Air Traffic Specialists (NAATS) unions have negotiated agreements on drug collection and alcohol testing matters. The pertinent drug collection and alcohol testing agreements can be found under “Union Considerations” in this handbook.

a. The NATCA Union Representative:

1. May be available to observe the actions of the collectors/Blood Alcohol Technicians (BAT) (by donor’s request) during drug collection or alcohol testing.
2. May be available to representation support to unit employees throughout the drug collection or alcohol testing process.
3. Will normally be answering questions from employees or passing out locally prepared union information regarding drug collection or alcohol testing.
4. Under the NATCA Agreement, the employee will be allowed to confer for a reasonable period of time not to exceed ten (10) minutes prior to and ten (10) minutes immediately after the sample collection process has been completed.

b. The PASS Union Representative:

1. May be present during an employee alcohol test.
2. Under the PASS Agreement, an employee will be allowed to meet with a union representative briefly (normally, not more than 10 minutes) prior to an alcohol test and privately for up to 30 minutes after a confirmed alcohol concentration of 0.02 or higher.
3. If an employee did not have a union representative present prior to a confirmed positive result, upon request, he/she will be given a reasonable period of time to contact a union representative.

c. The NAATS Union Representative:

1. May be present during an employee alcohol test.
2. Under the NAATS Agreement, an employee will be allowed to meet with their union representative briefly (normally, not more than 10 minutes) prior to the start of testing and privately for up to 15 minutes after a confirmed result of 0.02 or higher.

No union representatives will be permitted to delay or interfere with the testing or deal directly with the collectors or BAT’s.

SECTION III.

ROLES AND RESPONSIBILITIES (Continued)

E. Employee

(1) Because of the nature of their work, employees may be identified through a process of random selection for drug testing by urinalysis, alcohol testing by breath, or both. If so, employees will be notified by their supervisor of when and where to report for random testing. A “Checklist for Employees” (see Section II of this handbook) should be given to them for their review.

(2) An employee may request union representation only if it is specifically provided for in a union collective bargaining agreement or Memorandum of Agreement.

(3) When an employee reports to the collection site, they will be required to do the following:

(a) Provide photo identification.

(b) Provide at least 45 milliliters of urine or adequate volume of breath.

(c) Ensure that the proper completion of the chain-of-custody (COC) form for drug collection and/or alcohol testing form for breath collection is completed.

(d) Ensure the temperature range is read and noted on the COC form; and that a zero air blank registers on the evidential breath testing device; and the proper alcohol concentration is noted on the alcohol testing form.

(e) Observe the collector pour 30 milliliters of urine into Bottle A and 15 milliliters into Bottle B.

(f) Initial each bottle seal after it is placed on the bottle.

(g) Ensure that your specimen remains within your sight at all times.

(h) Direct any questions you may have to your SC, immediate supervisor, or your regional DPC.

SECTION III.

ROLES AND RESPONSIBILITIES (Continued)

F. Contract Collector

Contract collectors are responsible for setting up a designated test site to be used in conjunction with the SC as follows:

- (1) Ensure complete CONFIDENTIALITY at all times, conferring with the SC and the DPC as needed.
- (2) Provide the SC with the official yellow drug test list.
- (3) Follow the standard collection procedures (unobserved) as contained in the Drug and Alcohol Testing Guide, Chapter II, Section B (1) and (2) (see Section VI of this handbook).
- (4) Immediately notify the SC of any difficulties encountered (e.g., uncooperative behavior, interference with the collection process, employee leaving collection site, temperature outside of acceptable range, etc.). The SC will contact the regional DPC for further guidance.

G. Breath Alcohol Technician (BAT)

The BAT is responsible for setting up the testing area to be used in conjunction with the Site Coordinator (SC) as follows:

- (1) Ensure complete CONFIDENTIALITY at all times, confer only with the SC and regional DPC.
- (2) Provide the SC with the official salmon alcohol test list.
- (3) Follow the standard breath alcohol testing procedures as contained in the Drug and Alcohol Testing Guide, Chapter II, Section C (1) (2) (3) and (4) (see Section VI of this handbook).
- (4) Immediately notify the SC of any difficulties encountered (e.g., uncooperative behavior, interference with the collection process, employee unable to provide adequate breath, employee leaving testing site, etc.).
- (5) Convey a confirmed alcohol concentration of 0.02 or greater to the SC. The SC will contact the regional DPC for further guidance.

SECTION III.
ROLES AND RESPONSIBILITIES (Continued)

H. Departmental Medical Review Officer

(1) Receive, review, and interpret all confirmed positive drug test results submitted to DOT from the drug-testing laboratory.

(2) Examine alternative medical explanations for a confirmed positive drug test result, including conducting employee medical interviews, and reviewing the employee's medical history for medical explanation.

(3) Make determination based on review and investigation whether to downgrade or verify a confirmed positive test result.

(4) Provide guidance and direction to the FMRO's in areas of recognition, diagnosis, intervention, treatment, and medical practice factors in substance abuse.

(5) Provide guidance and direction to the FMRO's in areas of diagnosing employees with BASHFUL BLADDERS and SHY LUNG conditions.

I. Field MRO

(1) Consult with the Departmental MRO regarding verification and downgrading of regional positives.

(2) Work with the Employee Assistance Program manager to develop an appropriate rehabilitation program for employees.

(3) Conduct a medical evaluation of employees who are unable to provide adequate breath or urine specimen.

(4) Submit to the DPC a written justification of the medical determination regarding any employee evaluated for Bashful Bladder or Shy Lung, i.e., the presence or absence of a medical condition which would explain the difficulties experienced.

(5) Determines when an employee has been sufficiently rehabilitated to return to regular duties, order the return-to-duty test, approves the aftercare program, and sets the frequency of follow-up testing.

Section IV
Guidance for
Working the Test List

SECTION IV. GUIDANCE FOR WORKING THE TEST LIST

A. Standard Operating Procedures for Working the Random Drug- and Alcohol- Testing Lists

These procedures have been amended to clarify existing policy and procedures on working the test list.

(1) Site Coordinator (SC) duties; it is the responsibility of the designated SC to identify eligible employees on duty and/or those employees scheduled to report to duty during the testing period. (See attached Sample Test List on pages 13-19 of this section)

(2) Each discipline (ATCT, AFS, FSDO, CASFO, FIFO, etc.) is issued a donor list for sites randomly selected. A computer-generated quota number is printed in the top right-hand corner of each test list. This quota number represents the agency's goal to collect one-third of those employees identified on the donor list(s). The maximum number identified as a collection goal shall not be exceeded at any time.

(3) UNION NOTIFICATION: Upon arrival of the urine specimen collection team or BAT's, the SC should notify the facility's union representative or designee that drug collection or alcohol testing will be conducted as provided in the applicable contracts and Memorandum of Agreements (MOA). Every effort should be made to provide union representation to employees who requests it. However, the lack of an available union representative will not delay testing.

(4) The SC is required to compute an estimated time it would take to accomplish all testing. This process should be conducted in two phases.

Phase I: This process is to identify the estimated time it may take to conduct drug collection or alcohol testing. The SC should first identify the quota located in the top right hand corner of the test list. The SC should proceed by multiplying the quota by the general rule-of-thumb (20 minutes per test for drugs and 10-15 minutes per alcohol test) divide that by 60, and this will estimate the time it may take to conduct drug collection or alcohol testing. The total collection time for drugs may be extended by 2 hours in the event of a "bashful bladder."

Phase II: This process will be used to identify those eligible employees on duty or scheduled to report on duty during the calculated estimated timeframe for collections. The SC should move down the test list in sequential order, identifying and annotating the test list of employees who are not available and the reason why, who are there, and who will be there during the estimated time for testing. The SC will continue this process until the quota has been meet or the test list has been exhausted.

SECTION IV.

GUIDANCE FOR WORKING THE TEST LIST (Continued)

During the question and answer process, the SC should annotate the yellow (drugs) or salmon (alcohol) copy of the test list appropriately. If the employee is on duty or scheduled to be on duty during the estimated time, the employee should be scheduled for testing. If the employee is not on duty or will not be in to after the estimated time, the employee should not be tested. If the employee is not tested, the SC should use the standard language provided in this section to annotate the test list. Flip cards containing the standard language should be used as an easy reference tool (see page 20 of this Section for Standard Language for Annotating Test Lists).

(5) The SC shall notify through the appropriate supervisor each employee identified for testing so that they can be released in the MOST EFFICIENT ORDER possible. For example, the twentieth employee on the test list could be the ninth name identified but could be the first person tested if the SC knows that this employee is scheduled to leave work in an hour.

(6) Notification to an employee identified for testing shall be conducted as discreetly as possible. A copy of the employee checklist (Appendix B, see Section VI of this handbook) must be presented to the employee at the time of notification by the supervisor. The SC should ensure that supervisors do not advise all employees at the same time that they have been identified for testing.

(7) The SC must be able to make a proper and fair decision when the need arises. For example, when a test list totaling 30 employee names has been presented, the preset collection goal will be 10. However, during testing, the SC discovers that the tenth employee designated for testing is unavailable through the normal exclusion process (e.g., employee calls in sick or will not report to work during the estimated timeframe), the SC must go back to the test list and beginning where he/she has previously left off, choose a new tenth employee for testing since the original tenth person was never notified. The new tenth person is still a random selection because no individual, specifically the SC, has anything to do with his or her selection for testing. If the remaining employees named on the list are not available during the estimated timeframe, each name should be annotated appropriately until the test list is exhausted.

(8) These procedures for working the test list should be followed closely. Following these procedures will prohibit the SC from “picking and choosing” employees who are identified for random testing. Should any questions arise during testing that the SC cannot answer, each test list contains the telephone number of the regional DPC.

(9) CONFIDENTIALITY must be maintained at all times. Test lists **are not** to be reproduced or retained at the facility under any circumstances.

(10) Release of test lists will be processed in accordance with applicable collective bargaining agreements and must be coordinated through the regional DPC.

SECTION IV.
GUIDANCE FOR WORKING TEST LIST (Continued)

(11) Report any problems in the drug testing process to your respective regional DPC.

B. Standard Operating Procedures for Working the Random Drug- and Alcohol- Testing Lists for Commercial Drivers License (CDL) Holders.

The above procedures for non-CDL holders should be used to work the test list for CDL holders, however, the following applies to CDL test lists.

- (1) Test list for CDL's will be generated on a quarterly basis and the DPC has the entire quarter (3 months) to get the employee tested.
- (2) Each employee identified at the testing location will appear on a separate list.
- (3) The DPC should work with the identified employee's supervisor to coordinate testing.

C. Procedures for Reschedules

Initial Random Collection

These procedures have been developed to clarify the policy and procedures regarding reschedules. If the employee fails to provide a sufficient quantity of urine, at least 45 milliliters, the following procedures shall apply:

- (1) The employee will be given a reasonable period of time to provide a urine specimen. As a general rule, the employee will be allowed a minimum of 2 hours from the time the last donor was notified to provide a specimen or until the end of their shift.
- (2) The employee shall be instructed to remain at the collection site and drink at least 8 ounces of fluid each half-hour to facilitate urination (not to exceed 24 ounces). If the SC determines that the employee is essential to work operations, the employee may be allowed to return to the work site while waiting to provide a specimen. The employee should continue to drink liquids. The drinking of fluids must be monitored by the SC or by the supervisor of the employee.

SECTION IV.

GUIDANCE FOR WORKING THE TEST LIST (Continued)

(3) If at the end of the 2-hour waiting period the individual still cannot provide a specimen of at least 45 milliliters, the employee should be rescheduled if he/she has reached the end of their work shift. This inability shall be recorded by the collector on the chain-of custody form as “unable to provide specimen – rescheduled”. The laboratory copies of this form shall be forwarded to the DPC and the remaining copies distributed as usual. The DPC will then take action to reschedule the employee for testing.

When testing is rescheduled, the employee must have a minimum of 4 hours remaining on duty in order to allow the maximum amount of time to provide a specimen. A new chain-of-custody form shall be completed for the second collection. If the employee is still unable to provide a urine specimen, the chain-of-custody form should be annotated as “Unable to Provide.” The distribution of the chain-of-custody form would be the same as above.

(4) The FMRO, upon receipt of his/her copy of an employee’s second incomplete chain-of-custody form, shall ensure that an evaluation is conducted to determine if any medical justification may exist to explain the inability to provide a specimen. The FMRO may elect to have the employee examined by other doctors at the expense of the agency.

If the FMRO determines there is no medical basis for the failure to provide a specimen, the FMRO shall notify the regional DPC.

Note: An employee unable to provide a specimen after his/her second attempt will be advised to contact the FMRO for a medical evaluation.

(5) The DPC shall contact the employee’s supervisor. The supervisor shall initiate appropriate action in accordance with the Drug and Alcohol Testing Guide, Chapter X, Disciplinary Action, paragraph D.2, “Refusal of Employee to provide a Urine Specimen or Adequate Breath Sample at the Testing Site,” (see Section VI of this handbook).

D. Situations When Rescheduling is not Required

(1) When an employee has been notified to provide a urine specimen and circumstances occur which are out of his/her control which prevents them from ever proceeding to the collection site prior to their shift ending, that employee should not be rescheduled. **Examples of circumstances where this guidance would apply are as follows:**

SECTION IV.
GUIDANCE FOR WORKING THE TEST LIST (Continued)

Example 1:

If an employee is notified to provide a urine sample but the collection process is canceled in its entirety, or ceases for the duration of that employee's shift prior to him or her proceeding to the collection area, then that employee should not be rescheduled. In this case, the employee had nothing to do with the reason the collection was stopped and should not be held subjected for providing a specimen.

Example 2:

If some work-related event occurred of such a magnitude that a notified employee could not be excused for drug testing prior to proceeding to the collection area, and that event lasted until it was time for him/her to stop work, then that employee should not be rescheduled. Once again, the employee had no control over the work-related circumstance.

NOTE: "Stalling" on the part of the employee will not constitute a valid reason for not being rescheduled. In other words, an employee is considered to be proceeding to the collection area the moment he or she is excused for the purpose of providing a sample. Once an employee begins his/her journey to the collection site, that employee should be rescheduled if he/she fails to provide a sample for any reason.

The information above has been consolidated from a variety of sources and has been coordinated with the Departmental Drug Office. If additional information is needed, contact your regional DPC.

SECTION IV.
GUIDANCE FOR WORKING THE TEST LIST (Continued)

E. Working The Test List

EXERCISE I:

COLLECTION GOAL OF 23 (DRUG TEST LIST)

A site in Leesburg, VA, has been scheduled for testing in May, 2000. The DPC has notified the facility manager that the collector will be arriving at the site at 9 a.m. The facility manager has now designated you as the Site Coordinator (SC).

With the following information and assumptions, you should proceed to work the test list (Exercise I) by reading the information, making assumptions, and the procedures for completing the exercise.

Let us begin. Information and assumptions:

- The test list contains 68 “names”. Sequential numbers (100-167) have been used in place of employee names. The maximum number of collections to be made at this site is 23.
- Assume that it will take approximately 45 minutes for you to work the list and then allow 20 minutes for your first employee to be notified. The collector should use this time period to set up the collection site.
- Schedule your first collection at 10 a.m.
- Allow 20 minutes for each collection.
- Assume that the collection process estimated time will be 8 hours.
- For this exercise, do not plan for any collectors or employees breaks during the collection period, i.e., work straight through.
- Assume the last person should be scheduled for testing at 5:20 p.m.
- Use the steps on the next page to proceed with working the test list.

SECTION IV.
GUIDANCE FOR WORKING THE TEST LIST (Continued)

STEP-BY-STEP INSTRUCTIONS (For Working the Test List)

Phase I. This is the process to identify the estimated time it will take to conduct drug collection or alcohol testing. The following steps should be taken:

STEP I: Identify the quota, which is located at the top right hand corner of the test list.

STEP II: Multiply the quota by the general rule of thumb.

(a) The general rule-of-thumb for drug collection is 20 minutes per test.

(b) The general rule-of-thumb for alcohol testing is 10 minutes per test.

STEP III: Divide the total from Step II by 60.

Phase II. This process is used to identify those eligible employees on duty or scheduled to report to duty during the estimated timeframe for collections.

STEP I: Get the facility log(s).

STEP II: Move down the test list in sequential order, identifying and annotating the test list of employees who's not on duty and (why), who are there, and who will be there during the estimated time for testing.

STEP III: Use the facility log to answer the questions.

STEP IV: Use the SC flipcard to annotate employee's reasons for unavailability. Make no annotations for available employees until they are actually tested.

STEP V: Continue STEP II, until the quota is met or the test list is exhausted.

NOTE: Do not schedule employees who will stop working before testing starts, or those who start working after the testing ends.

STEP VI: Draw a line to indicated where testing should stop.

SECTION IV.
GUIDANCE FOR WORKING THE TEST LIST (Continued)

STEP VII: On separate sheet of paper begin scheduling by assigning the logical sequence in which the identified employees should be tested (see attached sample of page 9 of this section). The logical sequences is:

(1) for those employees who are **here now**, assign the first collection to the lowest sequentially ordered employee with the earliest departure time; assign the second collection to the next-lowest sequenced employee with the next lowest departure time.

(2) for those who are not **here now**, assign the next logical collection time to the lowest sequentially ordered employee with the earliest arrival time.

STEP VIII: Continue the steps outlined in STEP VII, until all employees are scheduled for testing.

STEP IX: Notify the first scheduled employee supervisor.

NOTE: If you have more than one supervisor, you can provide the supervisors with the scheduled time you have assigned to employees. The supervisor will be responsible for notifying the SC if there are any conflict with the scheduled.

You should remind the supervisor that he/she should notify the employee 15 minutes prior to going to the collection site, tell the employee to take photo ID, and provide the employee with the employee checklist.

REMINDER: You are responsible for working with the identified employee's supervisor to assure notification is made and adhered too.

STEP X: Continue STEP IX, until all the identified employees are tested.

STEP XI: Once each identified employee has taken his/her test annotate the yellow, green, or salmon copy of the test list by dating and signing in the appropriate areas.

YOU HAVE NOT COMPLETED THE ENTIRE PROCESS

SECTION IV.
GUIDANCE FOR WORKING THE TEST LIST (Continued)

LEESBURG, VA – FACILITY LOG

<u>Employee</u>	<u>Reason</u>
102-----	RDO
103-----	AL
104-----	SL
106-----	NOD (starts work at 5:30 p.m.)
109-----	RDO
116-----	AL
118-----	SL
120-----	NOD (starts work at 5:30 p.m.)
121-----	RDO
124-----	RDO
137-----	SL
138-----	RDO
146-----	NOD (starts work at 5:30 p.m.)
151-----	RDO
160-----	SL
165-----	AL
166-----	NOD (starts work at 5:30 p.m.)

During this process (of examining each employee’s availability) you discover that 6 employees (122, 128, 152, 163, 164, and 167) start work at 5:00 p.m. Assuming the employees will be at work on time, and allowing for the minimum of 15 minutes notice, only one—**the first one** may be scheduled for 5:20 p.m. Therefore, the unavailable list is increased as follows:

<u>Employee</u>	<u>Reason</u>
128-----	NOD
152-----	NOD
163-----	NOD
164-----	NOD
167-----	NOD

NOTE: Sequence was maintained; (i.e., first two are “in” last four are “out”)

SECTION IV.
GUIDANCE FOR WORKING THE TEST LIST (Continued)

At this point you should have identified the following employee eligible for testing:

1. 100	6. 110	11. 115	16. 126	21. 132
2. 101	7. 111	12. 117	17. 127	22. 133
3. 105	8. 112	13. 119	18. 129	23. 122
4. 107	9. 113	14. 123	19. 130	
5. 108	10. 114	15. 125	20. 131	

The above employees are the ones you should schedule and collect from, providing nothing changes during the process. For that reason, we will hold off drawing our completion line until we have completed a few more steps

You now know which 23 will be scheduled, providing nothing occurs causing subsequent changes. The next step is to answer the questions: Where are they now? The answer is simple, employees are either here now (ready for testing at 10:00 a.m.), or will report for duty before testing ends (with enough time to be scheduled).

Secondary question to, “When?”

Column A

Are they here now, at 10:00 a.m.,
And when do they leave?

100 – 2pm
101 – 5pm
107 – 5pm
114 – 5pm
115 – 2pm
117 – 2pm
115 – 2pm
123 – 3pm
126 – 3pm
129 – 3pm
130 – 3pm
132 – 3pm

Column B

Will they be here before testing ends,
and when do they start?

105 – 2pm
108 – 10am
110 – 2pm
111 – 11am
112 – 1pm
113 – 1pm
119 – 1pm
122 – 10am
125 – 2pm
127 – 12pm
131 – 11am
133 – 1 p.m.

Draw your completion line.

SECTION IV.
GUIDANCE FOR WORKING THE TEST LIST (Continued)

For those employees who are “here now,” begin scheduling by assigning the logical sequence in which they will be collected. Assign the first collection to lowest sequentially ordered employee with the earliest departure time; assign the second collection to the next-lowest sequenced employee with next lowest departure time; and, so on (i.e., 100-2p.m., 115-2p.m., 117-2p.m., 123-3p.m., etc).

For those “not here now,” use the same process modified by earliest arrival time, assign the next logical collection to the lowest sequentially ordered employee with the earliest arrival time; assign the new lowest sequenced employee with the next earliest arrival time, and, so on (i.e., 108-10am, 119-10am, etc.)

SECTION IV.
GUIDANCE FOR WORKING THE TEST LIST (Continued)

EXERCISE I. SOLUTION:

10:00	1. 100	2:00	13. 111
10:20	2. 115	2:20	14. 112
10:40	3. 117	2:40	15. 113
11:00	4. 123	3:00	16. 114
11:20	5. 126	3:20	17. 119
11:40	6. 129	3:40	18. 125
12:00	7. 132	4:00	19. 127
12:20	8. 101	4:20	20. 130
12:40	9. 105	4:40	21. 131
1:00	10. 107	5:00	22. 133
1:20	11. 108	5:20	23. 122
1:40	12. 110		

There are other correct solutions to List 1, however, all correct solutions must have:

- employees 100, 115, and 117 scheduled for collection prior to their 2 p.m. departure

- employees 123, 126, 129, 130, and 132 scheduled for collection prior to their 3 p.m. departure.

- employees 105, 108, 110, 111, 112, 113, 119, 122, 127, 131, and 133 arrive between the 10:00 a.m., and 5 p.m., and must be scheduled accordingly

DATE: MARCH - APRIL 1991

*** DO NOT COLLECT FROM EMPLOYEES WHO ARE NOT ON THIS LIST ***

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COLLECT: 0023

MRO:
P.O. BOX 20636
ASO-300
ATLANTA, GA 30320
(404) 763-7251: FTS 246-7251

DPC:
SOUTHERN REGION HEADQUARTERS
3400 NORMAN BERRY DR. ASO-16
EAST POINT, GA 30344
(404) 763-7666: FTS 246-7666-9440

DOT
(BLUE)

DOT/OST/M-19
400 7TH STREET S.W.
WASHINGTON, DC 20590

(202) 366-6000 FTS: SAME

ADMIN: FAA
REGION: SO
EMPLOYER I.D. NO.: 203833

LOCATION: 800 INDEPENDENCE AVE
FACILITY: AFSS, ST. PETERSBURG, FL
ADDRESS: ST PETERSBURG-CLERWATER ARPT. ST PETERSBURG, FL 33732

MSA: WASH, DC

TEST	NAME	SSN	SEX	DOB	SERIES	TITLE	RTG SYM
R			F	09/11/49	2152	AIR TRAFFIC CONTROL SPECIALIST (S)	PIE AFSS
NO SHOW REASON: _____100_____ DATE COLLECTED: _____ DPC/SC SIGNATURE _____							
R			M	6/20/37	2152	AIR TRAFFIC CONTROL SPECIALIST (S)	PIE AFSS
NO SHOW REASON: _____101_____ DATE COLLECTED: _____ DPC/SC SIGNATURE _____							
R			M	08/28/45	2152	AIR TRAFFIC CONTROL SPECIALIST (S)	PIE AFSS
NO SHOW REASON: _____102_____ DATE COLLECTED: _____ DPC/SC SIGNATURE _____							
R			M	11/01/43	2152	AIR TRAFFIC CONTROL SPECIALIST (S)	PIE AFSS
NO SHOW REASON: _____103_____ DATE COLLECTED: _____ DPC/SC SIGNATURE _____							
R			M	04/24/40	2152	AIR TRAFFIC CONTROL SPECIALIST (S)	PIE AFSS
NO SHOW REASON: _____104_____ DATE COLLECTED: _____ DPC/SC SIGNATURE _____							
R			M	10/06/48	2152	AIR TRAFFIC CONTROL SPECIALIST (S)	PIE AFSS
NO SHOW REASON: _____105_____ DATE COLLECTED: _____ DPC/SC SIGNATURE _____							
R			M	07/26/53	2152	AIR TRAFFIC CONTROL SPECIALIST (S)	PIE AFSS
NO SHOW REASON: _____106_____ DATE COLLECTED: _____ DPC/SC SIGNATURE _____							
R			M	09/02/49	2152	AIR TRAFFIC CONTROL SPECIALIST (S)	PIE AFSS
NO SHOW REASON: _____107_____ DATE COLLECTED: _____ DPC/SC SIGNATURE _____							
R			M	08/23/43	2152	AIR TRAFFIC CONTROL SPECIALIST (S)	PIE AFSS
NO SHOW REASON: _____108_____ DATE COLLECTED: _____ DPC/SC SIGNATURE _____							
R			M	08/23/43	2152	AIR TRAFFIC CONTROL SPECIALIST (S)	PIE AFSS
NO SHOW REASON: _____109_____ DATE COLLECTED: _____ DPC/SC SIGNATURE _____							
R			M	01/04/43	2152	AIR TRAFFIC CONTROL SPECIALIST (S)	PIE AFSS
NO SHOW REASON: _____110_____ DATE COLLECTED: _____ DPC/SC SIGNATURE _____							

DATE: MARCH - APRIL 1991

*** DO NOT COLLECT FROM EMPLOYEES WHO ARE NOT ON THIS LIST ***

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MRO: P.O. BOX 20636
ASO-300
ATLANTA, GA 30320
(404) 763-7251: FTS 246-7251

DPC: SOUTHERN REGION HEADQUARTERS
3400 NORMAN BERRY DR. ASO-16
EAST POINT, GA 30344
(404) 763-7666: FTS 246-7666-9440

DOT (BLUE)

DOT/OST/M-19
400 7TH STREET S.W.
WASHINGTON, DC 20590

(202) 366-6000 FTS: SAME

ADMIN: FAA
REGION: SO
EMPLOYER I.D. NO.: 203833

LOCATION: 800 INDEPENDENCE AVE
FACILITY: AFSS, ST. PETERSBURG, FL
ADDRESS: ST PETERSBURG-CLERWATER ARPT. ST PETERSBURG, FL 33732

MSA: WASH, DC

TEST	NAME	SSN	SEX	DOB	SERIES	TITLE	RTG SYM
R			M	09/131/24	2152	AIR TRAFFIC CONTROL SPECIALIST (S)	PIE AFSS
NO SHOW REASON: _____ 111 _____ DATE COLLECTED: _____ DPC/SC SIGNATURE _____							
R			F	05/31/44	2152	AIR TRAFFIC CONTROL SPECIALIST (S)	PIE AFSS
NO SHOW REASON: _____ 112 _____ DATE COLLECTED: _____ DPC/SC SIGNATURE _____							
R			M	06/08/45	2152	AIR TRAFFIC CONTROL SPECIALIST (S)	PIE AFSS
NO SHOW REASON: _____ 113 _____ DATE COLLECTED: _____ DPC/SC SIGNATURE _____							
R			M	05/06/56	2152	AIR TRAFFIC CONTROL SPECIALIST (S)	PIE AFSS
NO SHOW REASON: _____ 114 _____ DATE COLLECTED: _____ DPC/SC SIGNATURE _____							
R			M	02/18/40	2152	AIR TRAFFIC CONTROL SPECIALIST (S)	PIE AFSS
NO SHOW REASON: _____ 115 _____ DATE COLLECTED: _____ DPC/SC SIGNATURE _____							
R			M	01/15/49	2152	AIR TRAFFIC CONTROL SPECIALIST (S)	PIE AFSS
NO SHOW REASON: _____ 116 _____ DATE COLLECTED: _____ DPC/SC SIGNATURE _____							
R			F	03/31/40	2152	AIR TRAFFIC CONTROL SPECIALIST (S)	PIE AFSS
NO SHOW REASON: _____ 117 _____ DATE COLLECTED: _____ DPC/SC SIGNATURE _____							
R			M	04/05/52	2152	AIR TRAFFIC CONTROL SPECIALIST (S)	PIE AFSS
NO SHOW REASON: _____ 118 _____ DATE COLLECTED: _____ DPC/SC SIGNATURE _____							
R			M	12/24/31	2152	AIR TRAFFIC CONTROL SPECIALIST (S)	PIE AFSS
NO SHOW REASON: _____ 119 _____ DATE COLLECTED: _____ DPC/SC SIGNATURE _____							
R			M	07/11/46	2152	AIR TRAFFIC CONTROL SPECIALIST (S)	PIE AFSS
NO SHOW REASON: _____ 120 _____ DATE COLLECTED: _____ DPC/SC SIGNATURE _____							
R			M	11/13/46	2152	AIR TRAFFIC CONTROL SPECIALIST (S)	PIE AFSS
NO SHOW REASON: _____ 121 _____ DATE COLLECTED: _____ DPC/SC SIGNATURE _____							

DATE: MARCH - APRIL 1991

*** DO NOT COLLECT FROM EMPLOYEES WHO ARE NOT ON THIS LIST ***

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MRO: P.O. BOX 20636
ASO-300
ATLANTA, GA 30320
(404) 763-7251: FTS 246-7251

DPC: SOUTHERN REGION HEADQUARTERS
3400 NORMAN BERRY DR. ASO-16
EAST POINT, GA 30344
(404) 763-7666: FTS 246-7666-9440

DOT (BLUE)

DOT/OST/M-19
400 7TH STREET S.W.
WASHINGTON, DC 20590
(202) 366-6000 FTS: SAME

ADMIN: FAA
REGION: SO
EMPLOYER I.D. NO.: 203833

LOCATION: 800 INDEPENDENCE AVE
FACILITY: AFSS, ST. PETERSBURG, FL
ADDRESS: ST PETERSBURG-CLERWATER ARPT. ST PETERSBURG, FL 33732

MSA: WASH, DC

TEST	NAME	SSN	SEX	DOB	SERIES	TITLE	RTG SYM
R			M	12/27/38	2152	AIR TRAFFIC CONTROL SPECIALIST (S)	PIE AFSS
NO SHOW REASON: 122 DATE COLLECTED: DPC/SC SIGNATURE							
R			M	06/17/38	2152	AIR TRAFFIC CONTROL SPECIALIST (S)	PIE AFSS
NO SHOW REASON: 123 DATE COLLECTED: DPC/SC SIGNATURE							
R			M	04/11/38	2152	AIR TRAFFIC CONTROL SPECIALIST (S)	PIE AFSS
NO SHOW REASON: 124 DATE COLLECTED: DPC/SC SIGNATURE							
R			M	03/17/32	2152	AIR TRAFFIC CONTROL SPECIALIST (S)	PIE AFSS
NO SHOW REASON: 125 DATE COLLECTED: DPC/SC SIGNATURE							
R			F	06/02/46	2152	AIR TRAFFIC CONTROL SPECIALIST (S)	PIE AFSS
NO SHOW REASON: 126 DATE COLLECTED: DPC/SC SIGNATURE							
R			F	12/27/50	2152	AIR TRAFFIC CONTROL SPECIALIST (S)	PIE AFSS
NO SHOW REASON: 127 DATE COLLECTED: DPC/SC SIGNATURE							
R			M	01/13/40	2152	AIR TRAFFIC CONTROL SPECIALIST (S)	PIE AFSS
NO SHOW REASON: 128 DATE COLLECTED: DPC/SC SIGNATURE							
R			M	04/16/34	2152	AIR TRAFFIC CONTROL SPECIALIST (S)	PIE AFSS
NO SHOW REASON: 129 DATE COLLECTED: DPC/SC SIGNATURE							
R			M	11/25/35	2152	AIR TRAFFIC CONTROL SPECIALIST (S)	PIE AFSS
NO SHOW REASON: 130 DATE COLLECTED: DPC/SC SIGNATURE							
R			M	05/02/46	2152	AIR TRAFFIC CONTROL SPECIALIST (S)	PIE AFSS
NO SHOW REASON: 131 DATE COLLECTED: DPC/SC SIGNATURE							
R			F	05/01/53	2152	AIR TRAFFIC CONTROL SPECIALIST (S)	PIE AFSS
NO SHOW REASON: 132 DATE COLLECTED: DPC/SC SIGNATURE							

DATE: MARCH - APRIL 1991

*** DO NOT COLLECT FROM EMPLOYEES WHO ARE NOT ON THIS LIST ***

PAGE 605

MRO: P.O. BOX 20636
ASO-300
ATLANTA, GA 30320
(404) 763-7251: FTS 246-7251

DPC: SOUTHERN REGION HEADQUARTERS
3400 NORMAN BERRY DR. AS0-16
EAST POINT, GA 30344
(404) 763-7666: FTS 246-7666-9440

DOT (BLUE)

DOT/OST/M-19
400 7TH STREET S.W.
WASHINGTON, DC 20590
(202) 366-6000 FTS: SAME

ADMIN: FAA
REGION: SO
EMPLOYER I.D. NO.: 203833

LOCATION: 800 INDEPENDENCE AVE
FACILITY: AFSS, ST. PETERSBURG, FL
ADDRESS: ST PETERSBURG-CLERWATER ARPT. ST PETERSBURG, FL 33732

MSA: WASH, DC

TEST	NAME	SSN	SEX	DOB	SERIES	TITLE	RTG SYM
R			M	06/05/54	2152	AIR TRAFFIC CONTROL SPECIALIST (S)	PIE AFSS
NO SHOW REASON: _____ 133 _____ DATE COLLECTED: _____ DPC/SC SIGNATURE _____							
R			M	09/11/31	2152	AIR TRAFFIC CONTROL SPECIALIST (S)	PIE AFSS
NO SHOW REASON: _____ 134 _____ DATE COLLECTED: _____ DPC/SC SIGNATURE _____							
R			M	10/21/55	2152	AIR TRAFFIC CONTROL SPECIALIST (S)	PIE AFSS
NO SHOW REASON: _____ 135 _____ DATE COLLECTED: _____ DPC/SC SIGNATURE _____							
R			M	03/28/31	2152	AIR TRAFFIC CONTROL SPECIALIST (S)	PIE AFSS
NO SHOW REASON: _____ 136 _____ DATE COLLECTED: _____ DPC/SC SIGNATURE _____							
R			M	06/24/37	2152	AIR TRAFFIC CONTROL SPECIALIST (S)	PIE AFSS
NO SHOW REASON: _____ 137 _____ DATE COLLECTED: _____ DPC/SC SIGNATURE _____							
R			M	06/03/34	2152	AIR TRAFFIC CONTROL SPECIALIST (S)	PIE AFSS
NO SHOW REASON: _____ 138 _____ DATE COLLECTED: _____ DPC/SC SIGNATURE _____							
R			M	06/01/53	2152	AIR TRAFFIC CONTROL SPECIALIST (S)	PIE AFSS
NO SHOW REASON: _____ 139 _____ DATE COLLECTED: _____ DPC/SC SIGNATURE _____							
R			M	09/14/50	2152	AIR TRAFFIC CONTROL SPECIALIST (S)	PIE AFSS
NO SHOW REASON: _____ 140 _____ DATE COLLECTED: _____ DPC/SC SIGNATURE _____							
R			M	08/19/56	2152	AIR TRAFFIC CONTROL SPECIALIST (S)	PIE AFSS
NO SHOW REASON: _____ 141 _____ DATE COLLECTED: _____ DPC/SC SIGNATURE _____							
R			M	03/22/43	2152	AIR TRAFFIC CONTROL SPECIALIST (S)	PIE AFSS
NO SHOW REASON: _____ 142 _____ DATE COLLECTED: _____ DPC/SC SIGNATURE _____							
R			M	06/04/49	2152	AIR TRAFFIC CONTROL SPECIALIST (S)	PIE AFSS
NO SHOW REASON: _____ 143 _____ DATE COLLECTED: _____ DPC/SC SIGNATURE _____							

DATE: MARCH - APRIL 1991

*** DO NOT COLLECT FROM EMPLOYEES WHO ARE NOT ON THIS LIST ***

PAGE 606

MRO: P.O. BOX 20636
ASO-300
ATLANTA, GA 30320
(404) 763-7251: FTS 246-7251

DPC: SOUTHERN REGION HEADQUARTERS
3400 NORMAN BERRY DR. ASO-16
EAST POINT, GA 30344
(404) 763-7666: FTS 246-7666-9440

DOT (BLUE)

DOT/OST/M-19
400 7TH STREET S.W.
WASHINGTON, DC 20590

(202) 366-6000 FTS: SAME

ADMIN: FAA
REGION: SO
EMPLOYER I.D. NO.: 203833

LOCATION: 800 INDEPENDENCE AVE
FACILITY: AFSS, ST. PETERSBURG, FL
ADDRESS: ST PETERSBURG-CLERWATER ARPT. ST PETERSBURG, FL 33732

MSA: WASH, DC

TEST	NAME	SSN	SEX	DOB	SERIES	TITLE	RTG SYM
R			M	10/30/51	2152	AIR TRAFFIC CONTROL SPECIALIST (S)	PIE AFSS
NO SHOW REASON: _____ 144 _____ DATE COLLECTED: _____ DPC/SC SIGNATURE _____							
R			M	01/19/35	2152	AIR TRAFFIC CONTROL SPECIALIST (S)	PIE AFSS
NO SHOW REASON: _____ 145 _____ DATE COLLECTED: _____ DPC/SC SIGNATURE _____							
R			M	11/16/43	2152	AIR TRAFFIC CONTROL SPECIALIST (S)	PIE AFSS
NO SHOW REASON: _____ 146 _____ DATE COLLECTED: _____ DPC/SC SIGNATURE _____							
R			M	06/12/40	2152	AIR TRAFFIC CONTROL SPECIALIST (S)	PIE AFSS
NO SHOW REASON: _____ 147 _____ DATE COLLECTED: _____ DPC/SC SIGNATURE _____							
R			M	06/24/46	2152	AIR TRAFFIC CONTROL SPECIALIST (S)	PIE AFSS
NO SHOW REASON: _____ 148 _____ DATE COLLECTED: _____ DPC/SC SIGNATURE _____							
R			M	04/25/43	2152	AIR TRAFFIC CONTROL SPECIALIST (S)	PIE AFSS
NO SHOW REASON: _____ 149 _____ DATE COLLECTED: _____ DPC/SC SIGNATURE _____							
R			M	07/17/47	2152	AIR TRAFFIC CONTROL SPECIALIST (S)	PIE AFSS
NO SHOW REASON: _____ 150 _____ DATE COLLECTED: _____ DPC/SC SIGNATURE _____							
R			M	09/17/41	2152	AIR TRAFFIC CONTROL SPECIALIST (S)	PIE AFSS
NO SHOW REASON: _____ 151 _____ DATE COLLECTED: _____ DPC/SC SIGNATURE _____							
R			M	07/11/56	2152	AIR TRAFFIC CONTROL SPECIALIST (S)	PIE AFSS
NO SHOW REASON: _____ 152 _____ DATE COLLECTED: _____ DPC/SC SIGNATURE _____							
R			M	08/06/54	2152	AIR TRAFFIC CONTROL SPECIALIST (S)	PIE AFSS
NO SHOW REASON: _____ 153 _____ DATE COLLECTED: _____ DPC/SC SIGNATURE _____							
R			M	05/10/39	2152	AIR TRAFFIC CONTROL SPECIALIST (S)	PIE AFSS
NO SHOW REASON: _____ 154 _____ DATE COLLECTED: _____ DPC/SC SIGNATURE _____							

DATE: MARCH - APRIL 1991

*** DO NOT COLLECT FROM EMPLOYEES WHO ARE NOT ON THIS LIST ***

PAGE 607

MRO: P.O. BOX 20636
ASO-300
ATLANTA, GA 30320
(404) 763-7251: FTS 246-7251

DPC: SOUTHERN REGION HEADQUARTERS
3400 NORMAN BERRY DR. ASO-16
EAST POINT, GA 30344
(404) 763-7666: FTS 246-7666-9440

DOT (BLUE)

DOT/OST/M-19
400 7TH STREET S.W.
WASHINGTON, DC 20590
(202) 366-6000 FTS: SAME

ADMIN: FAA
REGION: SO
EMPLOYER I.D. NO.: 203833

LOCATION: 800 INDEPENDENCE AVE
FACILITY: AFSS, ST. PETERSBURG, FL
ADDRESS: ST PETERSBURG-CLERWATER ARPT. ST PETERSBURG, FL 33732

MSA: WASH, DC

TEST	NAME	SSN	SEX	DOB	SERIES	TITLE	RTG SYM
R			M	05/21/39	2152	AIR TRAFFIC CONTROL SPECIALIST (S)	PIE AFSS
NO SHOW REASON: _____ 155 _____ DATE COLLECTED: _____ DPC/SC SIGNATURE _____							
R			M	10/08/46	2152	AIR TRAFFIC CONTROL SPECIALIST (S)	PIE AFSS
NO SHOW REASON: _____ 156 _____ DATE COLLECTED: _____ DPC/SC SIGNATURE _____							
R			M	06/16/46	2152	AIR TRAFFIC CONTROL SPECIALIST (S)	PIE AFSS
NO SHOW REASON: _____ 157 _____ DATE COLLECTED: _____ DPC/SC SIGNATURE _____							
R			M	01/19/36	2152	AIR TRAFFIC CONTROL SPECIALIST (S)	PIE AFSS
NO SHOW REASON: _____ 158 _____ DATE COLLECTED: _____ DPC/SC SIGNATURE _____							
R			M	03/24/36	2152	AIR TRAFFIC CONTROL SPECIALIST (S)	PIE AFSS
NO SHOW REASON: _____ 159 _____ DATE COLLECTED: _____ DPC/SC SIGNATURE _____							
R			M	01/11/30	2152	AIR TRAFFIC CONTROL SPECIALIST (S)	PIE AFSS
NO SHOW REASON: _____ 160 _____ DATE COLLECTED: _____ DPC/SC SIGNATURE _____							
R			M	11/19/42	2152	AIR TRAFFIC CONTROL SPECIALIST (S)	PIE AFSS
NO SHOW REASON: _____ 161 _____ DATE COLLECTED: _____ DPC/SC SIGNATURE _____							
R			M	07/13/38	2152	AIR TRAFFIC CONTROL SPECIALIST (S)	PIE AFSS
NO SHOW REASON: _____ 162 _____ DATE COLLECTED: _____ DPC/SC SIGNATURE _____							
R			M	05/17/37	2152	AIR TRAFFIC CONTROL SPECIALIST (S)	PIE AFSS
NO SHOW REASON: _____ 163 _____ DATE COLLECTED: _____ DPC/SC SIGNATURE _____							
R			M	03/02/42	2152	AIR TRAFFIC CONTROL SPECIALIST (S)	PIE AFSS
NO SHOW REASON: _____ 164 _____ DATE COLLECTED: _____ DPC/SC SIGNATURE _____							
R			M	10/23/48	2152	AIR TRAFFIC CONTROL SPECIALIST (S)	PIE AFSS
NO SHOW REASON: _____ 165 _____ DATE COLLECTED: _____ DPC/SC SIGNATURE _____							

DATE: MARCH - APRIL 1991

*** DO NOT COLLECT FROM EMPLOYEES WHO ARE NOT ON THIS LIST ***

PAGE 608

MRO:	P.O. BOX 20636 ASO-300 ATLANTA, GA 30320 (404) 763-7251: FTS 246-7251	DPC:	SOUTHERN REGION HEADQUARTERS 3400 NORMAN BERRY DR. ASO-16 EAST POINT, GA 30344 (404) 763-7666: FTS 246-7666-9440	DOT (BLUE)	DOT/OST/M-19 400 7TH STREET S.W. WASHINGTON, DC 20590 (202) 366-6000 FTS: SAME
ADMIN: FAA	LOCATION:	800 INDEPENDENCE AVE	MSA:	WASH, DC	
TEST NAME	SSN	SEX DOB SERIES	TITLE	RTG SYM	
R		M 09/29/52 2152	AIR TRAFFIC CONTROL SPECIALIST (S)	PIE AFSS	
NO SHOW REASON: 166 DATE COLLECTED: DPC/SC SIGNATURE					
R		M 05/09/52 2152	AIR TRAFFIC CONTROL SPECIALIST (S)	PIE AFSS	
NO SHOW REASON: 167 DATE COLLECTED: DPC/SC SIGNATURE					

SECTION IV.

GUIDANCE FOR WORKING THE TEST LIST (Continued)

F. Standard Language for Annotating Random Drug- and Alcohol-Test Lists

Standard Language For FAA's Random Drug- and Alcohol-Testing List

- **RDO**--(Regular Day Off)
- **On Leave**--(specify)--AL,SL,LWOP military, court, etc.)
- **NOD**--(Not on Duty)
- **NLE**--(No longer employed --i.e., resigned, retired, removed, deceased)
- **Oper. Unavail.**--(Operationally unavailable)
- **Not on Site**--(i.e.,--FAM trip, detail, working field, TDY)
- **PCS**--(Permanent Change of Station)
- **Resch**--(Reschedules--donor requires another opportunity to provide).
- **Unable to Provide**--(Bashful Bladder or Shy Lung) Notify DPC--See *FAA Site Coordinator's Handbook*)
- **NET**--(Not eligible for testing--explain -i.e., permanently medically disqualified)
- **NRFD**--(Not-Ready-for-Duty--alcohol confirmation results of 0.02 to 0.039)
- **AL-POS**--(Alcohol Positive confirmation result of 0.04 or greater)
- **RTP**--(Refuse to provide breath or specimen--Notify DPC--See *FAA Site Coordinator's Handbook*)
- **TC**--(Training complete--Aeronautical Center use only)

SECTION IV.
GUIDANCE FOR WORKING THE TEST LIST (Continued)

Site Coordinator's Instructions

- Coordinate setup of collectors.
- Function as primary point of contact.
- One hour notification to supervisor.
- 15-30 minute employee notification
-IN PRIVATE.
- Notify union (See *FAA Site Coordinator's Handbook*, tab Union Considerations).
- Provide copy of Employee Checklist.
- Assure employees to be tested have photo I.D.
- Test if at least 30 minutes to end of shift.
- Notify employee's supervisor of results **0.02** or greater or Shy Lung.
- "Work" only the YELLOW DRUG TEST LIST or the SALMON ALCOHOL TEST LIST, i.e., annotate No Show Reason, signatures, etc.

QUESTION?

Read FAA Site Coordinator's Handbook or
call the DPC

Revised May 1995

Section V

Union Considerations

SECTION V. UNION CONSIDERATIONS

A. Union Considerations Regarding the Random Drug Testing Program

(1) To the extent training on the drug program is developed and made available to agency employees, the Employer shall notify and provide the union representative at the regional and local level the opportunity to attend such training, when offered in the local commuting area. For purposes of attendance at such training, the Union's regional and local representatives shall be an official time.

(2) Union representatives may request copies of test lists in accordance with the applicable bargaining unit agreements.

(3) The Site Coordinator (SC) should familiarize themselves with national and local FAA/Union agreements on drug testing. Language regarding National FAA union Agreements are enclosed within this section.

NATCA/FAA AGREEMENT

ARTICLE 73

SUBSTANCE TESTING

Section 1. All substance testing (drug and alcohol) conducted by the Employer shall be done in accordance with applicable laws, DOT Order 3910.1C, and this Agreement.

Section 2. The principal Facility Representative or his/her designee shall be notified of the arrival, at the facility, of the collector/Blood Alcohol Technician (BAT) for the purposes of conducting substance testing of bargaining unit employees. Unless prohibited by operational requirements, the principal Facility Representative, or his/her designee, will be released for the purpose of performing representational duties. The Employer shall advise the principal representative or his/her designee of the maximum number of employees to be tested. The representative or his/her designee will be notified when substance testing has been completed. Upon request, the Employer will inform the representative of the number of people tested at the facility and the number of employees to be rescheduled.

Section 3. An employee who wishes to have a Union representative present during the testing process shall be permitted to do so, provided a representative is readily available, and the collection/test is not delayed. The employee shall notify the supervisor of the employee's wish to obtain representation as soon as the employee learns that he/she is to be tested. The representative will be permitted to observe the actions of the collector/BAT, but will not interrupt or interfere with the collection process in any manner. The employee will be allowed to confer for a reasonable period of time not to exceed ten (10) minutes prior to and ten (10) minutes immediately after the sample collection process has been completed.

Section 4. The Union at the national level shall be given a copy of the Employer's quarterly substance abuse statistical report, and a copy of the results of the testing of quality control specimens provided to the testing laboratory by the Department of Transportation. In addition, one (1) Union representative will be permitted to accompany officials of the Employer on an inspection of the testing laboratory once a year, if the Employer conducts such an inspection. The Employer agrees to provide to the Union, on an annual basis, an updated list of the Department of Health and Human Services (DHHS) approved laboratories.

Section 5. Employees will be given notice where and when to appear for substance testing in as private and confidential manner as possible. In no instance shall this be done in a public manner.

Section 6. All collectors/BATs, and other employees of the urine collection/alcohol testing contractor with access to testing records, will be required to execute non-

disclosure statements. These statements will cover all information about bargaining unit employees, including their social security numbers, which is provided by the Employer, the employee, the Department of Transportation, or the contractor in connection with the testing processes.

Section 7. The Employer will administer the Substance Testing Program in a fair and equitable manner. If for any reason a substance test is declared invalid, the test will be treated as if it had never been conducted, and any and all files kept by the Employer on the affected employee shall be expunged of all information related to the test. Employees will not be selected for testing for reasons unrelated to the purposes of the program.

Section 8. All testing equipment used for alcohol testing shall meet the applicable requirements and standards as specified in 49 CFR 40.53 (b) (1-5) and 49 CFR 40.55. All testing equipment used to perform alcohol testing will be calibrated in accordance with the applicable National Highway Traffic Safety Administration (NHTSA) requirements. Upon request, the Union shall be given a copy of the results of the most recent calibration check for any equipment used for testing. Any testing equipment found to be out of calibration shall be removed from service until it is recalibrated, and all tests performed using that equipment since its last calibration check shall be declared invalid.

Section 9. The Employer shall ensure that the DHHS Guidelines regarding proper storage, handling, and refrigeration of urine samples prior to testing are followed.

Section 10. Testing will be conducted in a secure, sanitary area, and the privacy and dignity of the employee will be respected in accordance with DHHS Guidelines and Order 3910.1C.

Section 11. Employees will normally be notified of drug test results within five (5) working days of receipt of the results by the Drug Program Coordinator (DPC). Failure to comply with this time frame will not invalidate the results. Alcohol test results shall be made available to the employee at the time of testing. Notification of test results shall be handled in a confidential manner. Such results shall only be disclosed as provided for in Order 3910.1C and this Agreement.

Section 12. All testing forms shall include a section where employees may enter any comments they deem appropriate.

Section 13. Only employees who are in a duty status shall be subject to substance testing.

Section 14. Any proposed procedures concerning testing for any other substances shall be negotiated with the Union prior to implementation as required by law using the procedures of Article 7 of this Agreement.

Section 15. Post accident testing shall only be conducted on employees whose work performance at or about the time of the covered event as described in Order 3910.1C provides reason to believe that such performance may have contributed to the accident or

incident, or cannot be completely discounted as a contributing factor to the accident or incident. If an employee is held past his/her shift end time, he/she will be paid overtime in accordance with this Agreement.

In extenuating circumstances (for example, child care arrangements), an employee identified for post-accident testing may request approval to leave the facility if the collector/BAT has not arrived at the facility or will not be arriving shortly. The employee will be required to sign a statement that he/she will not consume alcohol for up to eight (8) hours of the time of the covered event and that he/she must return to the facility for testing when called back.

Section 16. When reasonable suspicion exists that an employee has violated the substance prohibitions contained in Order 3910.1C, the Employer may require that an employee submit to substance testing. Reasonable suspicion must be based on specific objective facts and reasonable inferences drawn from these facts in the light of experience. Reasonable suspicion does not require certainty, but mere “hunches” are not sufficient to meet this standard. At the time an employee is ordered to submit to substance testing based on a reasonable suspicion, he/she will be given a written statement setting out the basis for establishing reasonable suspicion. In the event that a reasonable suspicion test produces a negative result, any references to reasonable suspicion including, but not limited to the written statements, shall be expunged from all formal and informal files. This does not preclude the maintenance of those records required by DOT Regulations.

Section 17. Any employee unable to provide a urine sample for substance testing shall be allowed a reasonable time to provide a sample, up to two (2) hours after completion of testing for that day or the end of their shift. If the employee is still unable to provide a sample, the employee will be rescheduled at a subsequent date in the near future for collection of another sample. In post accident cases, the employee may be retained on duty until a urine sample is provided. The inability of an employee to provide an amount of breath sufficient for alcohol testing purposes shall be handled in accordance with Order 3910.1C.

Section 18. The Employer shall be required to perform a second test on a new portion of the same specimen if a positive result was obtained in the first drug test. This second test will be done by using gas chromatography and mass spectrometry. Only confirmed test results will be communicated to the DPC.

Section 19. Every reasonable effort shall be made to accommodate employee requests for annual or sick leave immediately upon completion of a drug test in order to allow the employee to secure back-up testing in a timely manner. Individuals who are granted such leave may be required, upon request, to provide proof that back-up testing was accomplished. Employees are not required to provide the results of such tests.

Section 20. In the event of a confirmed positive alcohol test of .02 or higher, the Employer shall, upon request, provide to the employee and the Union the maintenance and calibration history of the equipment used and the BAT's last certification.

Section 21. Employees who are removed from safety related duties due to a confirmed alcohol test of .02 - .039 may be assigned administrative duties, if the Employer determines such duties are available. If such duties are not available the employee shall be offered the option to be placed on annual leave or leave without pay. The Employer's assignment of administrative duties or granting of leave under these circumstances in no way affects the Employer's determination that the employee was not ready for work, or the final decision to take disciplinary/adverse action as appropriate.

In assessing whether to discipline an employee for a subsequent alcohol test results of .02 - .039, consideration will be given to the length of time that has elapsed from the date of the previous test in accordance with the DOT Drug and Alcohol Testing Guide.

Section 22. Prior to the receipt of a proposed notice of disciplinary or adverse action for a violation of Order 3910.1C, the employee may request immediate resignation or voluntary retirement, if eligible, and it will be processed accordingly.

Section 23. There shall be no local or regional supplements to this Article.

Section 24. Nothing in this Article shall be construed as a waiver of any employee, Union or Employer right.

NAATS/FAA

MEMORANDUM OF AGREEMENT

This agreement is made and entered into by the National Association of Air Traffic Specialists (NAATS or the Union) and the Federal Aviation Administration (the FAA or Agency) to resolve any and all issues concerning the implementation of DOT Order 3910.1C, Drug and Alcohol-Free Workplace and the Drug and Alcohol testing Guide and any accompanying FAA Order. It is agreed that the following terms and conditions will govern the implementation and administration of these policies for all covered employees in the bargaining unit. No modification or waiver of these terms and conditions shall be valid unless made in writing and executed by the national Parties.

1. The DOT order 3910.1C and any accompanying FAA Order will be effective January 1, 1995. Within 30 days of signing of this Memorandum of Agreement (MOA), the Agency agrees to place it in each facility's Read and Initial (R&I) Binder or distribute it to all covered employees at all facilities where NAATS bargaining unit members are subject to alcohol and drug testing.
2. All drug and alcohol collections and testing will be done consistent with this MOA, DOT Order 3910.1C and any subsequent changes, applicable laws, government rules and regulations, agency directives, and Article 74 of the Parties' Agreement.
3. All covered employees shall be given a specific written notice and information concerning the alcohol testing procedures prior to the implementation of alcohol testing. A copy of such notice shall be given to the Union sufficiently in advance to allow the necessary bargaining to be accomplished. The notice will include a general statement that where applicable bargaining unit members may, upon request, have a union representative present during such testing.
4. All collections and testing shall be performed by qualified and trained personnel consistent with the DOT Order 3910.1C and the Drug and Alcohol Testing Guide. All testing and collection equipment used shall meet the applicable requirements and standards specified by law and regulation. If the Agency changes its policy as contained in the DOT Drug and Alcohol Testing Guide, Chapter 1, Part D, with regard to using contractual services, except for pre-employment services, it shall notify the Union as required by Article 9 of the Parties' Agreement.
5. All disciplinary and adverse actions taken for violations of DOT Order 3910.1C and applicable Agency Orders must be done in accordance with applicable laws, regulations, and the provisions of Article 64 of the Parties Agreement. If such actions are the subject of arbitration, the Agency will provide the affected employee's Union representative all of the information required by Article 64 and 67 of the Parties' Agreement.

6. Employees shall be provided a new sealed plastic mouth piece for each alcohol test. Before the screen is administered for each employee, the Breath Alcohol Technician (BAT) shall inquire of the donor if he/she has consumed any food or drink or smoked in the past 15 minutes. If this inquiry results in a satisfactory response, the BAT shall proceed with the test.

7. The facility/regional Union representative may request, in writing, from the Regional Drug Coordinator, a copy of the clean/sanitized alcohol test list within five (5) days after the testing is completed.

8. All alcohol and drug testing shall be done in a confidential and private manner consistent with the requirements of applicable law, regulation, DOT Order 3910.1C, Chapter VI, Paragraph 5(a) and the applicable FAA Order. Prior to the implementation date for alcohol testing, the facility manager and the local Union facility representative will discuss and identify the available rooms/spaces that meet the above requirements to be used for testing in that facility. This will in no way impede or delay any testing. The facility's operations area shall not be used for alcohol testing.

9. (a) Employees who are subject to post-accident alcohol testing will be notified prior to going off duty or leaving the facility. Any employee subject to post-accident alcohol testing must be tested for alcohol within the 8 hour period from the time of the accident or such testing efforts will be ceased. If any employee is not notified prior to going off duty or leaving the facility that he/she will be subject to post-accident alcohol testing, then he/she will not be tested for alcohol. Employees who are retained by management at the facility for up to 8 hours after the time of an accident for post-accident testing, will be paid overtime when required in accordance with applicable laws, regulations, and the Parties' Agreement.

(b) A bargaining unit employee may request, when there are extenuating circumstances (for example, the need to make child care arrangements), approval to leave the facility if the BAT has not arrived and/or the BAT will not otherwise be arriving shortly. The employee must sign a written statement that he/she will not consume any alcohol for up to 8 hours from the time of the accident and that he/she shall return immediately when called to be tested. Approval by management of such request will be on a case-by-case basis. Employees who are excused to leave the facility as provided above will be notified if alcohol testing will be not required before the expiration of the 8 hour time limit.

(c) Employees may be subject to post-accident drug testing beyond this 8 hour time period as specified in the DOT Order 3910.1C.

10. All facilities where bargaining unit members are employed shall provide on-site training on the implementation of the alcohol testing program and a video will be prepared by the Agency showing a demonstration of the testing procedure. The local NAATS facility representative, the NAATS facility EAP representative, and any CIC's

shall be allowed to participate in any on-site training given by the agency to supervisors on the implementation of alcohol testing.

11. Within 60 days of signing this MOA, the Union, at the national level, shall be given a copy of a list of the HHS approved testing laboratories for drug testing. Split samples shall be tested and processed in accordance with DOT Order 3910.1C at no cost to the bargaining unit member.

12. The Parties agree to add the matter of alcohol testing to the agenda of items to be covered at their annual meeting on drug testing as specified in Article 74, Section 6 of the Agreement.

13. The Agency will attempt to notify the Union representative or his/her designee of the arrival at the facility of the BAT for purposes of conducting random alcohol testing of bargaining unit employees. A bargaining unit employee shall be allowed to have a Union representative present, upon request, during his/her alcohol test consistent with the provisions of Article 4 of the Parties' Agreement, and provided the representative is readily available and the test is not delayed. The employee shall notify the supervisor of his/her wish to obtain a NAATS representative upon notification he/she is to be tested. The representative will be permitted to observe the actions of the BAT, but will not interfere with the testing or deal directly with the BAT. Any Union concerns or disputes concerning a test will immediately be brought to the attention of the site coordinator for prompt resolution. The designated NAATS representative shall be allowed to meet with an employee briefly (normally, not more than 10 minutes) prior to the start of testing and privately for up to 15 minutes after a test when there has been a confirmed result of .02 or higher.

14. NAATS will be given a copy in advance of the procedures and guidelines the Agency will develop to implement the self-referral policy contained in DOT Order 3910.1C. The Union reserves the right to negotiate on any policy prior to implementation.

15. The Union may designate a national representative to participate in a national EAP work group that will develop a written recommendation for a labor-management peer referral program for alcohol abuse. Any recommendation(s) will be presented for approval or disapproval of the Parties' national representatives. The Union representative shall be given official time, and the Agency agrees to pay travel and per diem for this representative to participate in the work group.

16. Court directed DUI/DWI rehabilitation programs are not considered as self-referrals under the provisions of DOT Order 3910.1C.

17. In cases where no alcohol testing is required, allegations of violations of DOT Order 3910.1C must be corroborated and investigated, to a reasonable level, prior to initiation of a management proposed action.

18.

(a) The NAATS designated national representatives shall be briefed at the next scheduled annual drug conference on the procedures and operation of the Agency's national EAP contract. The Parties' agree to then hold discussions at the regional level with the respective regional Union and Agency EAP representatives on the criteria used by the Agency to approve or disapprove treatment centers for substance abuse in their region

(b) If a bargaining unit member does not wish to use one of the Agency recommended treatment centers for substance abuse, he/she may submit the name(s) of other alternative and available treatment center(s) for consideration by the Agency's EAP representative and the Flight Surgeon.

19. The Union shall be provided, at the national level, a copy of the Agency's quarterly substance abuse statistical report and the DOT/FAA annual report to Congress on Drug Testing. The Agency agrees to conduct a review of its current testing rate after two years from the implementation date of alcohol testing. The Union may submit comments and information to be considered by the Agency for this review.

20. Upon request of the employee, NAATS bargaining unit members shall be placed on sick, annual or LWOP leave or combination thereof as appropriate and consistent with the applicable laws, government-wide regulations, and the provisions of the Parties' Agreement to participate in an approved drug and/or alcohol treatment center program.

21.

(a) Any disputes or concerns over the enforcement application of the provisions of this agreement or DOT Order 3910.1C will be first brought to the attention of the responsible Regional Drug Program Coordinator or Union Regional Director (or their designees) and informally resolved at the lowest level possible. To that end, the Parties' regional representatives will meet or teleconference at least once month for the first year from the date of implementation of alcohol testing. Additional meetings/teleconferences can be scheduled by mutual agreement to resolve more urgent matters.

(b) The Union may designate a national representative to serve on a joint labor-management FAA National Alcohol Testing Contractor Committee. This committee will meet or teleconference quarterly (or more frequently if mutually agreed upon) with the contractor, national agency representatives, and national union representatives to discuss ongoing implementation concerns and contractor compliance issues affecting unit employees. The committee will make recommendations by consensus to the responsible DOT contracting officer. This committee will be in effect for one (1) year from the implementation date of alcohol testing, but may be extended beyond that date by mutual agreement of the Parties. This committee will not deal with individual grievances or complaints. The designated national Union representative will be granted official time and the Employer agrees to pay travel per diem as necessary for the FAA

employed NAATS representative to participate in these meetings/teleconferences consistent with the Parties' Agreement.

(c) Nothing in this MOA waives any right of an employee or the Union to file a grievance or raise contractor compliance issues under the provisions of Article 67 of the Parties' Agreement or any other formal dispute resolution process provided by law. Both Parties agree, however, that the above provisions will be used first and to the fullest extent possible to informally resolve any employee or Union dispute(s) over contractor compliance with alcohol or drug testing procedures at the lowest level possible prior to invoking the formal process. In order to foster informal resolution of complaints related to alcohol testing, the Parties' agree that reasonable extensions of time will be granted whenever necessary. Extensions of time shall be mutually agreed upon by the Parties and confirmed in writing.

22. The Parties agree that after one (1) year either Party may reopen up to four (4) provisions of this MOA. Such a request must be in writing to the other party and received within forty-five (45) days after the one year anniversary date of this MOA. Any such negotiations will be conducted under the provisions of Article 9 of the Parties' Agreement. All provisions of this MOA continue in effect until agreement is reached on any proposed change(s). Nothing in this MOA waives any statutory or contractual right of the Union or Management.

The Parties have executed this agreement on the 27th day of October of 1994.

FOR THE AGENCY:

Michael S. Herlihy *

Harnetta R. Williams *

Mary K. Beebee *

FOR THE UNION:

Walter W. Pike *

Michael H. Doring *

* Original signed by above parties. Original located in AHR file.

PASS/FAA LABOR AGREEMENT

ARTICLE 72

SUBSTANCE TESTING

Section 1. All substance testing (drug and alcohol) conducted by the Employer shall be done in accordance with applicable laws, DOT Order 3910.1C, applicable FAA Orders, and this Agreement.

Section 2. The Union facility representative or his/her designee shall be notified upon the arrival at the facility of the collector/Blood Alcohol Technician (BAT) for the purposes of conducting substance testing of bargaining unit employees. Unless prohibited by operational requirements, the Union facility representative, or his/her designee, will be released for the purpose of performing representational duties. The Employer shall advise the Union facility representative or his/her designee of the maximum number of employees to be tested. The Union facility representative or his/her designee will be notified when substance testing has been completed. Upon request, the Employer will inform the representative of the number of people tested at the facility and the number of employees to be rescheduled. The Union facility representative may request, in writing, from the Agency's Regional Drug Program Coordinator, a copy of the clean/sanitized alcohol or drug test list within 5 days after the testing is completed.

Section 3. An employee who wishes to have a Union representative present during the testing process shall be permitted to do so, provided a representative is readily available, and the collection/test is not delayed. The employee shall notify the supervisor of the employee's wish to obtain representation as soon as the employee learns that he/she is to be tested. The representative will be permitted to observe the actions of the collector/BAT, but will not interrupt or interfere with the collection process in any manner. The designated Union representative shall be allowed to meet with the employee briefly (normally not more than ten (10) minutes) prior to an alcohol test, and privately for up to (30) minutes after an alcohol test when there has been a confirmed result of .02 or higher.

Section 4. The Union at the national level shall be given a copy of the Employer's quarterly substance abuse statistical report, and a copy of the results of the testing of quality control specimens provided to the testing laboratory by the Department of Transportation. In addition, one (1) Union representative will be permitted to accompany officials of the Employer on an inspection of the testing laboratory once a year, if the Employer conducts such an inspection. The Employer agrees to provide to the Union, on an annual basis, an updated list of the Department of Health and Human Services (DHHS) approved laboratories.

Section 5. Employees will be given notice where and when to appear for substance testing in as private and confidential manner as possible. In no instance shall this be done in a public manner.

Section 6. All collectors/BATs, and other employees of the urine collection/alcohol-testing contractor with access to testing records, will be required to execute non-disclosure statements. These statements will cover all information about bargaining unit employees, including their social security numbers, which is provided by the Employer, the employee, the Department of Transportation, or the contractor in connection with the testing processes.

Section 7. The Employer will administer the Substance Testing Program in a fair and equitable manner. If for any reason a substance test is declared invalid, the test will be treated as if it had never been conducted, and any and all files kept by the Employer on the affected employee shall be expunged of all information related to the test. Employees will not be selected for testing for reasons unrelated to the purposes of the program.

Section 8. All testing equipment used for alcohol testing shall meet the applicable requirements and standards as specified in 49 CFR 40.53 (b) (1-5) and 49 CFR 40.55. All testing equipment used to perform alcohol testing will be calibrated in accordance with the applicable National Highway Traffic Safety Administration (NHTSA) requirements. Upon request, the Union shall be given a copy of the results of the most recent calibration check for any equipment used for testing. Any testing equipment found to be out of calibration shall be removed from service until it is recalibrated, and all tests performed using that equipment since its last calibration check shall be declared invalid.

Section 9. The Employer shall ensure that the DHHS Guidelines regarding proper storage, handling, and refrigeration of urine samples prior to testing are followed.

Section 10. Testing will be conducted in a secure, sanitary area, and the privacy and dignity of the employee will be respected in accordance with DHHS Guidelines and DOT Order 3910.1C.

Section 11. Employees will normally be notified of drug test results within five (5) working days of receipt of the results by the Drug Program Coordinator (DPC). Failure to comply with this time frame will not invalidate the results. Alcohol test results shall be made available to the employee at the time of testing. Notification of test results shall be handled in a confidential manner. Such results shall only be disclosed as provided for in DOT Order 3910.1C and this Agreement.

Section 12. Employees may enter any comments they deem appropriate on the back side of their copy of the form.

Section 13. Only employees who are in a duty status shall be subject to substance testing.

Section 14. Any proposed procedures concerning testing for any other substances shall be negotiated with the Union prior to implementation as required by law using the procedures of Article 70 of this Agreement.

Section 15. Post accident testing shall only be conducted on employees whose work performance at or about the time of the covered event as described in DOT Order 3910.1C provides reason to believe that such performance may have contributed to the accident or incident, or cannot be completely discounted as a contributing factor to the accident or incident. If an employee is held past his/her shift end time, he/she will be paid overtime in accordance with this Agreement.

Employees who are subject to post-accident alcohol testing will be notified prior to leaving the facility and confirmed by a written notice prior to testing. If an employee is not notified prior to leaving the facility that they will be subject to post-accident testing, then he/she will not be tested for alcohol but still may be recalled for drug testing. Employees who are retained by management at the facility for up to eight (8) hours after the time of an accident for post-accident alcohol and/or drug testing, will be paid overtime when required and in accordance with applicable laws, regulations, and the Parties' Agreement(s).

In extenuating circumstances (for example, child care arrangements), an employee identified for post-accident testing may request approval to leave the facility if the collector/BAT has not arrived at the facility or will not be arriving shortly. The employee will be required to sign a statement that he/she will not consume alcohol for up to eight (8) hours of the time of the covered event and that he/she must return to the facility for testing when called back.

At any investigatory interview with an employee concerning whether the employee should be subject to post-accident drug testing, the employee will be allowed to contact a Union representative. However, in no event will the unavailability of a Union representative constitute reason for delaying an employee being subject to a post-accident drug or alcohol test beyond the time limits prescribed in the DOT Drug Testing Guide.

Section 16. When reasonable suspicion exists that an employee has violated the substance prohibitions contained in DOT Order 3910.1C, the Employer may require that an employee submit to substance testing. Reasonable suspicion must be based on specific objective facts and reasonable inferences drawn from these facts in the light of experience. Reasonable suspicion does not require certainty, but mere "hunches" are not sufficient to meet this standard. At the time an employee is ordered to submit substance testing based on a reasonable suspicion, he/she will be given a written statement setting out the basis for establishing reasonable suspicion. In the event that a reasonable suspicion test produces a negative result, any references to reasonable suspicion including, but not limited to the written statements, shall be expunged from all formal and informal files. This does not preclude the maintenance of those records required by DOT Regulations.

Section 17. Any employee unable to provide a urine sample for substance testing shall be allowed a reasonable time to provide a sample, up to two (2) hours after completion of testing for that day or the end of their shift. If the employee is still unable to provide a sample, the employee will be rescheduled at a subsequent date in the near future for collection of another sample. In post accident cases, the employee may be retained on duty until a urine sample is provided. The inability of an employee to provide an amount of breath sufficient for alcohol testing purposes shall be handled in accordance with DOT Order 3910.1C.

Section 18. The Employer shall be required to perform a second test on a new portion of the same specimen if a positive result was obtained in the first drug test. This second test will be done by using gas chromatography and mass spectrometry. Only confirmed test results will be communicated to the DPC.

Section 19. Every reasonable effort shall be made to accommodate employee requests for annual or sick leave immediately upon completion of a drug test in order to allow the employee to secure back-up testing in a timely manner. Individuals who are granted such leave may be required, upon request, to provide proof that back-up testing was accomplished. Employees are not required to provide the results of such tests.

Section 20. In the event of a confirmed positive alcohol test of .02 or higher, the Employer shall, upon request, provide to the employee and the Union the maintenance and calibration history of the equipment used and the BAT's last certification.

Section 21. Employees who are removed from safety related duties due to a confirmed alcohol test of .02 - .039 may be assigned administrative duties, if the Employer determines such duties are available. If such duties are not available, the employee shall be offered the option to be placed on annual leave or leave without pay. The Employer's assignment of administrative duties or granting of leave under these circumstances in no way affects the Employer's determination that the employee was not ready for work, or the final decision to take disciplinary action as appropriate.

In assessing whether to discipline an employee for a subsequent alcohol test results of .02-.039, consideration will be given to the length of time that has elapsed from the date of the previous test in accordance with the DOT Drug and Alcohol Testing Guide.

Section 22. Prior to the receipt of a proposed notice of disciplinary or adverse action for a violation of DOT Order 3910.1C, the employee may request immediate resignation or voluntary retirement, if eligible, and it will be processed accordingly.

Section 23. Training-New bargaining unit employees, or those transferring into positions covered under drug/alcohol testing will be given information on the alcohol and drug testing program and procedures and changes in alcohol or drug testing and will be provided information concerning use of alcohol-based medications, other common products containing alcohol, and the effects on alcohol testing.

Section 24. There shall be no local or regional supplements to this Article.

Section 25. Nothing in this Article shall be construed as a waiver of any employee, Union, or Employer right.

Section VI

Order/Authorities

DOT ORDER 3910.1C

DATED 12/28/94

**DRUG AND ALCOHOL-FREE
DEPARTMENTAL WORKPLACE
DRUG AND ALCOHOL
TESTING GUIDE**

INSERT

CASE HANDLING GUIDE FOR

OFF DUTY DRUG USE

Section VII

Glossary

GLOSSARY

For the purposes of this Handbook, the following acronyms and definitions apply:

AIR BLANK – The reading by the evidential breath testing device of ambient air containing no alcohol.

ALCOHOL FORM – The DOT Breath Alcohol Testing form will be utilized by the BAT to conduct the administrative process for testing. This form will signify that the donor was present and provided a breath sample and has noted the pre-assigned, sequential test number indicated on the EBT.

BASHFUL BLADDER – The term used to describe a urine drug testing situation in which the selected employee attempts unsuccessfully to furnish a sufficient amount of urine within the time allotted. **See Certified Bashful Bladder.**

BREATH ALCOHOL TECHNICIAN (BAT) – A person who instruct and assist individuals in the alcohol testing process and operate the evidential breath testing devices.

CERTIFIED BASHFUL BLADDER – The term used within the Substance Abuse Program to designate an employee with a history of difficulty furnishing in a timely manner sufficient urine for drug testing purposes, and who has been determined by the Field Medical Review Officer or Departmental Medical Review Officer to have a medical condition which contributes to this difficulty.

CERTIFIED SHY LUNG – The term used within the Substance Abuse Program to designate an employee with a history of difficulty in providing an amount of breath sufficient to permit a valid breath test for alcohol, and who has been determined by Field Medical Review Officer or the Departmental Medical Review Officer to have a medical condition which most probably causes this difficulty.

CHAIN-OF-CUSTODY (COC) FORM – The Federal Drug Testing Custody and Control Form (Form 540) which is utilized in the collection and testing of an employee's urine specimen for drugs. This identifies the specimen with the donor by number, and documents the transfer of its possession from one party to the next throughout the process.

COLLECTOR – A person who instructs and assists individuals in the urine collection process and who receives and makes a screening examination of the urine specimen provided by those individuals. The collector shall also initiate the chain-of-custody documentation and ship the urine specimen to the laboratory.

DRUG PROGRAM COORDINATOR (DPC) – This is a regional designee who is responsible for implementing and managing the day-to-day operations of the drug and alcohol awareness and testing program.

EVIDENTIAL BREATHE TESTING DEVICE (EBT) – A breath testing device approved by the National Highway Traffic Safety Administration (NHTSA) for the evidential testing of breath and placed on NHTSA’s “ Conforming Products List of Evidential Breath Measurement Devices” (CPL).

DEPARTMENTAL MEDICAL REVIEW OFFICER (MRO) – A licensed physician (Medical Doctor or Doctor of Osteopathy), responsible for providing guidance, direction, and oversight to Department Drug Office, Field MROs, DPCs’ and EAP managers, coordinators, and service providers in areas of verified positives, diagnosis, intervention, treatment, and medical practice factors in substance abuse.

FIELD MEDICAL REVIEW OFFICER (FMROs) – A physician with the field structure who perform many of the functions of the MRO within their assigned geographical area of responsibility. This includes the verification or downgrade of positives, and providing guidance/assistance to the EAP managers in designing employees in their rehabilitation programs.

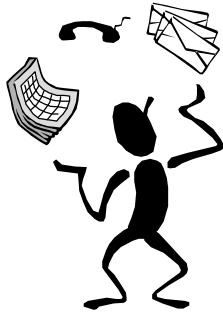
NOT-READY-FOR-DUTY – The status of an employee with an alcohol concentration equal to 0.02, but less than 0.04 reported on the confirmation breath alcohol test.

SHY LUNG – The term used within the Substance Abuse Program to describe a testing situation or an attribute of a donor in which there is inability to provide adequate breath for alcohol testing after two attempts.

SITE COORDINATOR (SC) – A management official who will assist the BAT or urine specimen collector on the actual day of testing.

SITE COORDINATOR FLIP CARD – A card utilized as a reference to assure that standardized language is used in all annotations made regarding a drug or alcohol test.

Section VII
Drug Program Directory



Drug Program Directory

WASHINGTON HEADQUARTERS

Federal Aviation Administration
National Headquarters
800 Independence Avenue, SW
AAM-210, Room 801 West
Washington, DC 20591

Maureen Coe
(202) 267-8043
Pager: 1-888-336-2779

Tawawn Harrison
(202) 267-8182
Pager: 1-888-336-2815

Tonya Templeton
(202) 267-3603
Pager 1-888-336-2584

FEDERAL AVIATION ADMINISTRATION – FIELD

Alaska Regional Headquarters
222 West 7th Street, Box 14
AAL-306
Anchorage, AK 99513-7587

Marge Cholometes
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Pager: 1-800-759-7243
Pin #: 2778212

Linda Peterson
(907) 271-3590

Mike Monroney Aeronautical Center
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Joseph M. Beasley
(405) 954-3711
Cell Phone: (405) 414-4372

Wilma Fairman
(405) 954-6220

FEDERAL AVIATION ADMINISTRATION – FIELD CONT'D

Central Regional Headquarters

Aviation Medical Division

901 E. Locust St.,

ACE-305, Room 350

Kansas City, MO 64106-2641

Wanda James

(816) 329-3250

Pager: 1-800-759-8888

PIN #: 2495368

Eastern Regional Headquarters

Federal Building 111

JFK International Airport

Aviation Medical AEA-300, Room 261

Jamaica, NY 11430

Mary Lewis

(718) 553-3303

Pager: 1-888-858-7243

PIN #: 130991

Great Lakes Regional Office

2300 East Devon Avenue

AGL-308, Room 339

Des Plaines, IL 60018

Bobbie O' Connell

(847) 294-7712

Pager: 1-800-409-6281

FEDERAL AVIATION ADMINISTRATION – FIELD CONT'D

New England Regional Headquarters

12 New England Executive Park
ANE-300, Room 409
Burlington, MA 01803

Barbara McLeod
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Northwest-Mountain Regional Headquarters

1601 Lind Avenue, SW
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Renton, WA 98055-4056

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Southern Regional Headquarters

1701 Columbia Avenue
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Southwest Regional Headquarters

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Jean Mack-Choyce
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FEDERAL AVIATION ADMINISTRATION – FIELD CONT'D

Western-Pacific Regional Headquarters

15000 Aviation Avenue
AWP-330, Room 4007
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(310) 725-3784
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